



**PLAN COMMISSION
MEETING**
October 3, 2022
4:00 PM

PUBLIC MEETING NOTICE

PLANNING COMMISSION

Mayor Blaser, Chairperson
Ryan Austin, Alderperson
Lee Thao
Eric Daven
Susan Feith
Ben Goodreau
Thaddeus Kubisiak

AGENDA ITEM RECIPIENTS

Sue Schill, City Attorney
Erika Esser, Secretary
Jennifer Gossick, City Clerk

Notice is hereby given of a meeting of the Wisconsin Rapids Plan Commission held within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote audioconferencing on October 3, 2022, at 4:00 PM. The public can listen to the meeting by calling 1-312-626-6799, Access code: 810 4165 7391. The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Commission regarding an agenda item, please contact the Community Development Department via email or phone at CommunityDevelopment@wirapids.org or 715-421-8228 before the meeting.

AGENDA

1. Approval of the report from the September 8, 2022, Plan Commission meeting.
2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
3. Bruce P. Linzmeier; Extraterritorial CSM: request for Certified Survey Map approval for the creation of 1 lot, within the Town of Rudolph at 6170 5th Avenue (County Parcel ID 1700345).
4. Ginzl Insurance – 22-001034; request for site plan and architectural review for a commercial building addition and site improvements at 540 Pepper Avenue (Parcel ID 3412534)
5. Theresa Cashman – 22-001023; request for site plan review to perform site improvements at 3820 8th Street South (Parcel ID 3413806)
6. Theresa Cashman – 22-001013; public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, specifically regarding architectural standards related to screening trash enclosures in commercial zoning districts.
7. Adjourn

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

PUBLISH: September 17th & September 23rd, 2022

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the City of Wisconsin Rapids Planning Commission will hold a **Public Hearing on Monday, October 3, 2022 at 4:00 PM** within the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Participation at the public hearing can be in-person or via remote audioconferencing. **The public can also participate in the hearing by calling 1-312-626-6799, Access code: 810 4165 7391.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. The following items will be heard and possibly acted on:

1. Public hearing and action on a request from Theresa Cashman to amend Chapter 11-Zoning Ordinance, specifically section 11.06.203(13), Architectural Standards, pertaining to trash, garbage and recyclable screening enclosures.

Further details regarding the specific requests can be obtained within the Community Development Department at City Hall, or by calling the department at 715-421-8228.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the Clerk at (715) 421-8200 to request accommodations.

Jennifer Gossick,
Wisconsin Rapids City Clerk

REPORT OF THE PLANNING COMMISSION

Date of Meeting: September 8, 2022

Report #1

The Planning Commission met at 4:00 p.m. on September 8, 2022 in the Council Chambers at City Hall and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Ben Goodreau, Eric Daven, Thaddeus Kubisiak and Susan Feith; Lee Thao was absent. Alderpersons attending the meeting were Dennis Polach, Dean Veneman, Matt Zacher, Thomas Rayome and Patrick Delaney. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, and numerous other community members as indicated on the sign-in sheet. Zoom participants included Amy Miles, Drake Hooper, Sara Hoth and two unidentified persons.

The meeting was called to order at 4:00 p.m.

1. Approval of the report from the August 1, 2022, Plan Commission meeting

Motion by Goodreau to approve the report from the August 1, 2022, Plan Commission meeting; second by Daven.

Motion carried (4 – 0)

2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update

Kyle Kearns relayed that the surveys are being wrapped up and a preliminary draft plan is anticipated for the October or November Plan Commission meeting. More information about the Wisconsin Rapids Recovery & Redevelopment Plan can be found on the Community Development web page.

3. **Argil L Jackson; Extraterritorial CSM:** request for Certified Survey Map approval for the creation of 2 lots, of which are under 5 acres, within the Town of Saratoga at 8950 STH 13 South (County Parcel ID 1800159).

Kyle Kearns provided a summary of both items 3 and 4 on the agenda, recommending approval.

Susan Feith joined the meeting at this time but did not vote on items 3 and 4 as she was not present during the discussions.

Motion by Daven to approve the request for Certified Survey Map approval for the creation of 2 lots, of which are under 5 acres, within the Town of Saratoga at 8950 STH 13 South (County Parcel ID 1800159); second by Goodreau.

Motion carried (4 – 0)

4. **Joe Winkelman; Extraterritorial CSM:** request for Certified Survey Map approval for the creation of 2 lots, one of which is 5 acres, within the Town of Grand Rapids at 1721 48th Street South (County Parcel ID 0700677A).

Motion by Goodreau to approve the request for Certified Survey Map approval for the creation of 2 lots, one of which is 5 acres, within the Town of Grand Rapids at 1721 48th Street South (County Parcel ID 0700677A); second by Austin.

Motion carried (4 – 0)

Thad Kubisiak entered the meeting

5. **Carol Wunrow-Brody – 22-000952**; request for a site plan review to construct greenhouse structures and site improvements at 2320 Sampson Street (Parcel ID 3411091)

Carrie Edmondson provided a brief description of the applicant's greenhouse business and a re-cap of the most recent Zoning Board of Appeals decision. Approval of 22-000952 was recommended with the conditions outlined in the staff report.

Motion by Kubisiak to approve the request for a site plan review to construct greenhouse structures and site improvements at 2320 Sampson Street (Parcel ID 3411091), subject to the following conditions:

- 1) The trash container shall be appropriately screened from public view, to be reviewed and approved by the Community Development Department.
- 2) A landscape plan shall be submitted that includes 60 points of frontage landscape points, to be reviewed and approved by the Community Development Department.
- 3) Outdoor storage shall be screened from public view, however plants, dirt, and related items available for retail sales shall be permitted to be free of screening.
- 4) Any outdoor lighting shall not exceed 0.1 foot-candles at neighboring residential uses.
- 5) All applicable permits through the City shall be obtained.
- 6) Community development staff shall have the authority to approve minor modifications to the plans, including adjusting placement of structures as needed to meet building code requirements.

Second by Goodreau.

Motion carried (6 – 0)

6. **pb2 architecture and engineering – 22-000874**: public hearing and action on a request for a Conditional Use Permit Amendment to expand the retail use by constructing an addition onto Walmart at 4331 8th Street South (Parcel ID 3414264).

Carrie Edmondson noted the error in the staff report under 'Findings of Fact' and clarified the square footage for item 4. She provided a synopsis of the proposal and staff recommended approval with the conditions indicated in the staff report.

Public hearing opened at 4:15 p.m.

Speaking against: Brian Drollinger of 4611 10th St S. (Town of Grand Rapids)

Speaking in favor: Amy Miles, architect for pb2 architecture and engineering

Public hearing closed at 4:18 p.m.

Motion by Feith to approve the request for a Conditional Use Permit Amendment to expand the retail use by constructing an addition onto Walmart at 4331 8th Street South (Parcel ID 3414264) subject to the following conditions:

- 1) A lighting plan shall be submitted if any changes to existing lighting or increase in lighting intensity is proposed, to be reviewed and approved by the Community Development Department.
- 2) Lighting from the development shall not exceed 0.1 foot-candles at neighboring residential property lines or 0.2 foot-candles at neighboring commercial property lines.
- 3) Applicable building and stormwater permit (state and local) shall be obtained.
- 4) A gate valve shall be placed on the west end of the proposed water main relocation to allow adjacent business to continue service.

- 5) Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Second by Daven.

Motion carried (6 – 0)

7. **Altmann Construction Company Inc., representing Mary's Place – 22-000931:** public hearing and action on a request for a conditional use permit to renovate a building for multi-family housing and the operation of a temporary residential shelter at 520 8th Avenue South (Parcel ID 3402962)

Carrie Edmondson provided some background of the property at 520 8th Ave S. and a summary of request for a conditional use permit and the operation of a residential shelter.

Public hearing opened at 4:22 p.m.

Speaking against:

- Tori Peterson of 550 8th Ave S.
- Dennis Gaskill of 511 8th Ave S.
- Alison Gaskill of 511 8th Ave S.
- Amy Hopkins of 541 8th Ave S.

Speaking in favor:

- Jim Joyce, 125144 Cty Rd P (Edgar, WI)
- Mike Hittner of 980 1st Ave S.
- Rock Larson of 524 Old Wausau Rd (Stevens Point)
- Dean Ramsden
- Danielle Potts of 240 13th St S.
- Tom Altmann of 932 Woodland Cir. (Plover)
- Helen Streekstra of 531 Hill St.
- Jim Lucas of 1930 1st St N.
- Sara Hoth of 521 Bruce Ln.
- Doug Christenson of 400 Market St.

Public hearing closed at 4:55 p.m.

Commissioners asked questions about the organization's history and nature of services, the residents on site, security, the presence of a site manager, number of employees, maintenance of the property, curfew, typical length of stay, migratory transitional housing, residents utilizing services multiple times and tenant status meetings to which Jim Joyce (representing Mary's Place) responded. Mr. Joyce also replied to Ms. Gaskill's concerns about funding and the utilization of the grant. Alderperson Matt Zacher inquired about the sale of the property and Mr. Joyce indicated that Mary's Place would be buying the building. Kyle Kearns addressed Commissioners' concerns about the number of parking stalls, potential complaints, and the approval and the extent of the City's authority to revoke the conditional use. Mr. Kearns and Jim Lucas also addressed questions regarding building codes and state approved plans.

Motion by Blaser to approve the request for a conditional use permit to renovate a building for multi-family housing and the operation of a temporary residential shelter at 520 8th Avenue South (Parcel ID 3402962), subject to the following conditions:

- 1) Approval of the conditional use permit shall include the designation of twelve on-site parking spaces.
- 2) Any proposed parking lot reconstruction shall include one ADA approved parking space and landscape requirements, to be reviewed and approved by the Community Development Department.
- 3) Any trash containers located outside shall be concealed or suitably screened from public view, to be reviewed and approved by the Community Development Department.
- 4) Applicable building permits though the City shall be obtained.
- 5) Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Goodreau.

Motion carried (5 – 1; Kubisiak voting against)

8. **City of Wisconsin Rapids – 22-000929:** public hearing and action on a request to amend Chapter 11-Zoning Ordinance, specifically Appendix A Land-Use Matrix, and Appendix B Land Uses to reclassify and define Tourist Rooming House.

Mr. Kearns provided a review of the proposed changes to Chapter 11-Zoning Ordinance regarding tourist rooming houses.

Public hearing opened at 5:30 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:31 p.m.

Mr. Kearns provided an overview of the staff memo to amend the section of Chapter 11 – Zoning pertaining to tourist rooming houses. Alderperson Patrick Delaney discussed the differences and similarities between the City's previously-approved Conditional Use Permit for tourist rooming houses with the regulations already in place with the Wood County Department of Health and the State. The impetus and procedures for inspections and property reviews were also part of the conversations. Commissioner Feith inquired about the implications of the modification of the code to which Kyle Kearns responded. Mr. Kearns also answered questions about the City's ability to suspend or terminate the use at a parcel if no CUP were in place.

Motion by Daven to approve the request to amend Chapter 11-Zoning Ordinance, specifically Appendix A Land-Use Matrix, and Appendix B Land Uses to reclassify and define Tourist Rooming House; second by Blaser.

Motion carried (5 – 1; Feith voting against)

9. Adjourn

Motion by Kubisiak to adjourn; second by Goodreau.

Motion carried (6 – 0)

Meeting adjourned at 5:58 p.m.

Respectfully Submitted by Erika Esser, Secretary



Memo


To: Plan Commission
From: Kyle Kearns
Date: 9/27/2022
Subject: **Bruce P. Linzmeier; Extraterritorial CSM:** request for Certified Survey Map approval for the creation of 1 lot, within the Town of Rudolph at 6170 5th Avenue (County Parcel ID 1700345).

The first request is for an extraterritorial CSM to create 1 lot in the Town of Rudolph. A vicinity map has been provided below showing the location of the lot. The proposed lots is 6.39 acres in size acre and nearly 4 acres, which is compatible in size to some of the other homestead parcels within the vicinity.

Vicinity Map

The City's Comprehensive Plan future land use map does not specifically identify the area; however, the city exercises extraterritorial plat review. The area in question appears to be carving out a homestead from a larger parcel, likely in relation to a land sale. A residential home currently exists on the lot, and the remain lands are large enough (20+) acres where they do not need to be mapped. Furthermore, the area is almost 3 miles beyond the city boundary and likely beyond the realistic growth area in the next several decades, if ever. Therefore, staff would recommend approval of the request.



 BADGER - LAND SURVEY, LLC 2610 WEST GRAND AVE. WISCONSIN RAPIDS, WI. 54495	PHONE: (715) 424 - 5900 FAX: (715) 424 - 5901 E-MAIL: blsurvey@wctc.net www.badgerlandsurvey.com	PREPARED FOR: BRUCE P LINZMEIER 6170 5TH AVE RUDOLPH, WI 54475
	<small>IF THE SURVEYOR'S SEAL IS NOT RED IN COLOR, THIS MAP IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS, THE CERTIFICATION DOES NOT APPLY TO COPIES.</small>	DRAWN BY: AM

WOOD COUNTY CERTIFIED SURVEY MAP NO.

LOCATED IN PART OF THE SW1/4 SW1/4 OF SECTION 17, TOWNSHIP 23 NORTH, RANGE 6 EAST, TOWN OF RUDOLPH, WOOD COUNTY, WISCONSIN; ALSO PART OF LOT-2 OF WOOD COUNTY CERTIFIED SURVEY MAP #11161.

SURVEYOR'S CERTIFICATE:

I, KEVIN M. WHIPPLE, PROFESSIONAL LAND SURVEYOR, hereby certify;

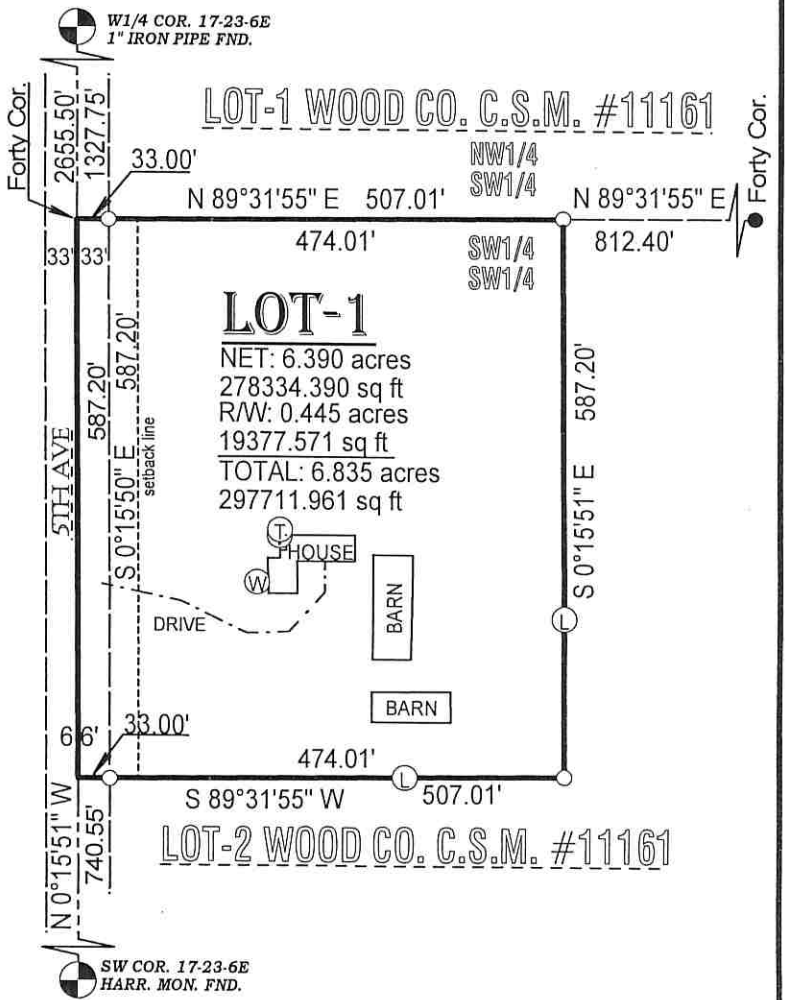
That I have surveyed, divided and mapped this Certified Survey Map Located in part of the SW1/4 SW1/4 of Section 17, Township 23 North, Range 6 East, Town of Rudolph, Wood County, Wisconsin; also part of Lot-2 of Wood County Certified Survey Map #11161, bounded and described as follows;

Commencing at the SW COR. 17-23-6E;
Thence along the West Line of the SW1/4 on a bearing of N 0°15'51" W, a distance of 740.55', said point being the POINT OF BEGINNING;
Thence along the West Line of the SW1/4 on a bearing of N 0°15'51" W, a distance of 587.20';
Thence along the North Line of the SW1/4 SW1/4 on a bearing of N 89°31'55" E, a distance of 507.01' to an iron monument;
Thence parallel to the West Line of the SW1/4 on a bearing of S 0°15'51" E, a distance of 587.20' to an iron monument;
Thence parallel to the North Line of the SW1/4 SW1/4 on a bearing of S 89°31'55" W, a distance of 507.01' being the POINT OF BEGINNING, subject to right-of-ways, easements, restrictions and reservations of record, IF ANY.



That I have made such survey at the direction of
BRUCE P LINZMEIER
6170 5TH AVE
RUDOLPH, WI 54475

That such map is a correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made; That I have complied fully with the provisions of Chapter 236.34 Wisconsin Statutes and the WOOD County Subdivision Ordinance to the best of my knowledge and belief.

Kevin M. Whipple 9-22-22
KEVIN M. WHIPPLE P.L.S. 2444
Drafted By: ALEX MATECKI
Field work completed on 9/19/2022



- 3/4" X 18" IRON ROD SET (1.5#/FT)
- 3/4" IRON ROD FOUND
- Ⓥ SEPTIC VENT
- Ⓣ SEPTIC TANK
- Ⓦ WELL

BASIS FOR BEARINGS: THE WEST LINE OF THE SW1/4 ASSIGNED A BEARING OF N 0°15'51" W FOR THIS MAP.	SCALE: 1" = 200' 0 100 200 400
STATE OF WISCONSIN) COUNTY OF WOOD) This map is approved in accordance with the Wood County Land Subdivision Ordinance. Approved this _____ day of _____, 20____.	SEAL 
WOOD COUNTY PLANNING AGENCY PLAT REVIEW OFFICER RESTRICTION - Soil evaluations have not been submitted, therefore, it is unknown if these lots created by this map meet the requirements of Wood County Private Sewage Systems Ordinance for private on-site waste treatment system. This map DOES NOT transfer property ownership. Sale or transfer of property requires a recorded deed.	
VOL. _____ PAGE _____	

Administrative Staff Report

Ginzl Insurance

Site Plan & Architectural Review

540 Pepper Avenue

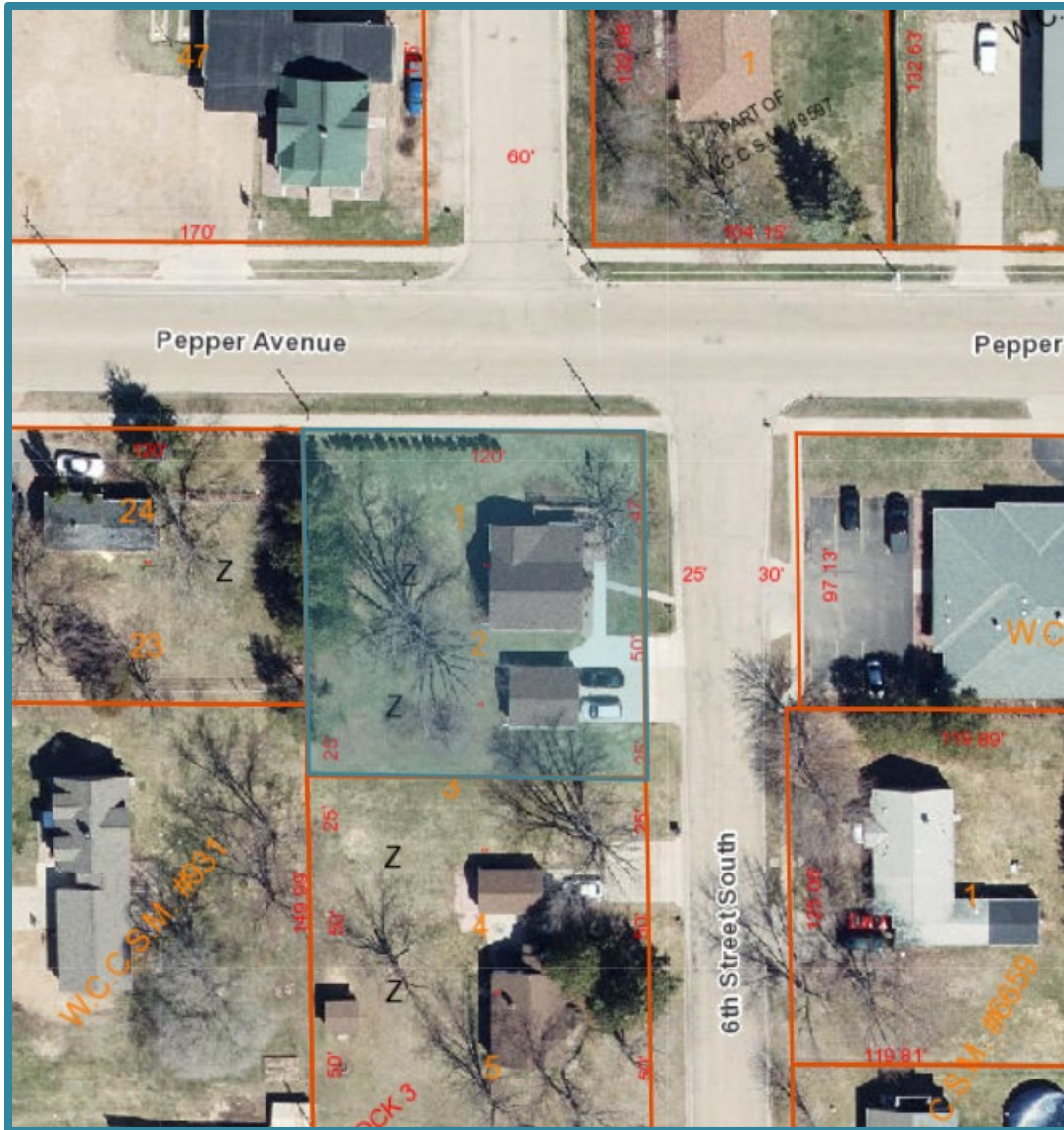
September 26, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> Ginzl Insurance <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Community Development Director Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3412534 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 120 feet Effective Depth: 122 feet Square Footage: 14,810 Acreage: 0.34 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "B-2" General Commercial District <p>Council District:</p> <ul style="list-style-type: none"> District 7 - Delaney <p>Master Plan:</p> <ul style="list-style-type: none"> Mixed Use <p>Current Use:</p> <ul style="list-style-type: none"> Professional Services (Insurance Office) <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning 	<p>Request</p> <p>PLAN-22-1034; Ginzl Insurance – request for site plan and architectural review for a commercial building addition and site improvements at 540 Pepper Avenue (Parcel ID 3412534)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Plans <p>Findings of Fact</p> <ol style="list-style-type: none"> The project is to add approximately 391 square feet of commercial square footage to the west of the building. Additionally, approximately 2,222 square feet of additional paved area is proposed including additional parking and drive aisle areas. The proposed building addition will consist of materials that match the existing structure. The property is zoned "B-2" General Commercial District. A professional service use (insurance office) is permitted in the B-2 District A building plan – architectural review (AR), plan of operation (PO), site plan (SP), and zoning permit (ZP) are required. <p>Staff Recommendation</p> <p>Approve the request from the applicant for site plan review and architectural review for a commercial building addition and site improvements at 540 Pepper Avenue (Parcel ID 3412534)</p> <p>subject to the following condition(s):</p> <ol style="list-style-type: none"> All exterior materials including siding, windows, doors, and lighting shall match the existing structure. The west parking area shall be marked as employee parking only. Screening of the west side of the parking lot shall occur. An updated landscaping plan shall be submitted for review and approval by the Community Development Department. A lighting plan must be submitted if any new parking lot lighting is proposed. Light from the business shall not exceed 0.1 foot-candles at all neighboring residential property lines. One accessible ADA approved parking space nearest the commercial building must be marked and signed.
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7. Applicable stormwater and building permits through the City shall be obtained as required.
8. Community development staff shall have the authority to approve minor modifications to the plans.

Vicinity Map



Site Photos



Background

The applicant has been operating a successful insurance agency at the 540 Pepper Avenue location since 2015. In 2015, the applicant requested a rezone from residential to commercial zoning. Presently the property is zoned B-2 General Commercial district. The insurance office falls under the definition of professional services in Chapter 11 – Zoning and is a permitted use in the B-2 General Commercial district. To meet the needs of the growing business, the applicant is seeking more office space and parking space. A 391 square foot addition is proposed that will provide increased office space. Additionally, a parking lot expansion of approximately 2,222 square feet is proposed to provide additional parking on site. This expansion will include access to the rear of the lot where a total of four additional parking spaces will be added behind the existing garage. The existing driveway and garage will remain.

As the proposed addition and site improvements will impact site configuration and overall aesthetic, Plan Commission is providing a site plan and architectural review. The submitted plans and renderings are attached and have been reviewed further below.

Standards of Review

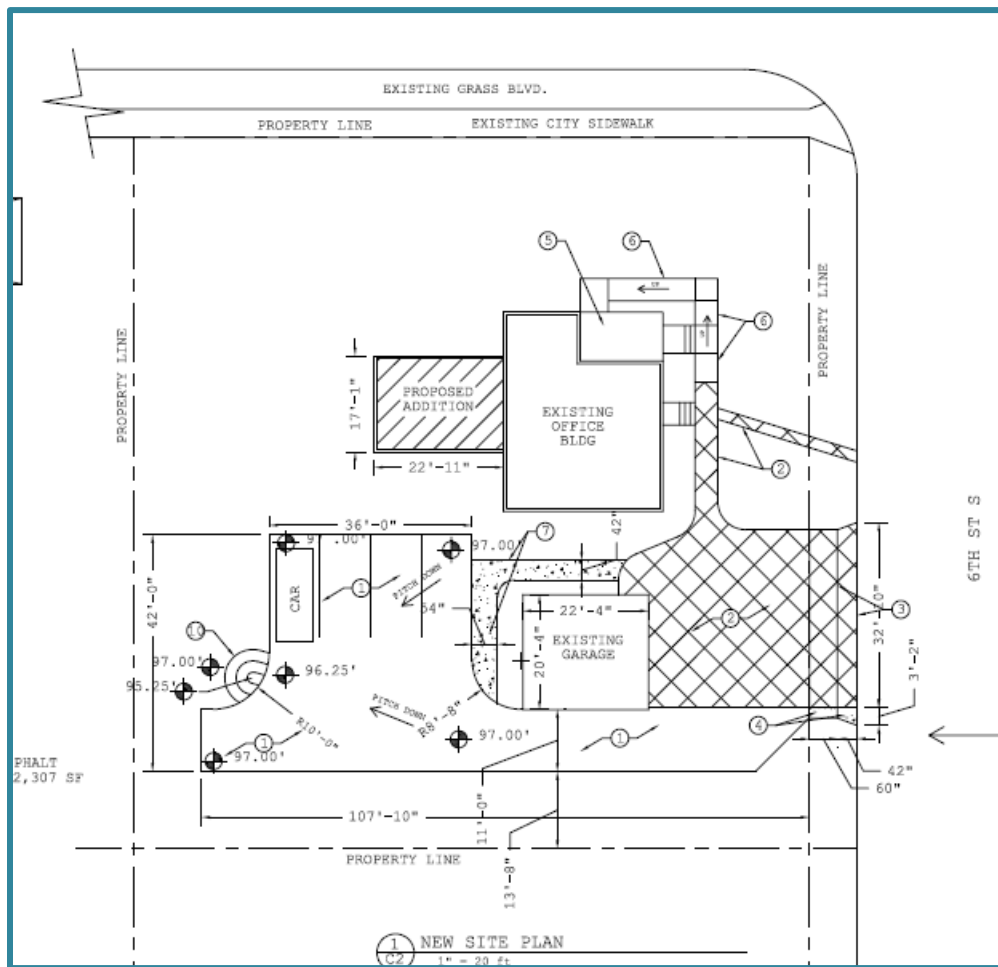
1) Use

Analysis: A professional services use (including insurance office) is permitted in the B-2 District. The use exists and there is a need for expansion.

Findings: Note that a building plan – architectural review (AR), plan of operation (PO), site plan review (SP), and zoning permit (ZP) are required.

2) Dimensional Standards

Analysis: The B-2 district requires 10,000 square feet, and the lot is 14,810 square feet. The existing lot coverage is approximately 11.5% and would increase to 14.2% with the building addition, meeting the 60% lot coverage maximum. The existing impervious surface is 17.9% and would increase to approximately 32.3% with the building addition, meeting the 80% impervious surface coverage maximum. All setbacks and distance requirements are met with the proposed site improvements.



Findings: The addition and parking lot expansion meet all dimensional requirements of the B-2 General Commercial district.

3) Ingress/Egress

Analysis: The existing driveway on Sixth Street South will remain and be the source of ingress and egress for all vehicles on the lot.

Findings: Driveway standards are met and the point of ingress and egress from Sixth Street South will not change. Cars will travel in and out along the driveway that will be constructed to the south of the lot.

4) Parking

Analysis: The use requires 1 parking space for each 300 square feet of gross floor area. The upstairs and basement of the building are used for storage, the 982 square foot main floor is office space. Therefore, the 982 square foot office building plus the 391 square foot addition requires a total of five parking spaces. In addition, one additional accessible ADA approved parking space is required. There would be a total of six uncovered parking spaces plus one accessible space for a total of seven parking spaces. Therefore, the required number of parking spaces is met with this proposal.

Findings: The development meets the parking requirements with a total of 7 parking spaces. One space would be required to be marked as an accessible parking space that meets ADA requirements. Of the 6 total spaces, 33% are located in front of the principal building (2 of 6 spaces). A total of 35% of parking in front of a principal building is permitted unless Plan Commission grants a special exception to allow up to 50%.

Based upon the current lot configuration, the only way to provide the needed parking to the rear of the principal building would be to remove the garage, change ingress/egress, or split parking as proposed. This property is surrounded by residential properties on all sides. To be more consistent with the residential nature of the neighborhood, it is more important to retain the garage and to keep a scale and style consistent with other residential properties. Therefore, staff supports the site plan with split parking, which helps to maintain the character of the area and better screen the proposed lot.

5) Landscaping

Analysis: Because the proposed building addition is less than 500 square feet, foundation plantings and street frontage plantings are not required. However, the parking lot expansion does create the need for parking lot landscaping. The approximately 2,222 square feet of additional area paved area requires 23 landscape points, and 75 square feet of landscaping must be located within the parking lot perimeter. In addition, the parking and loading section of Chapter 11 – Zoning requires the following:

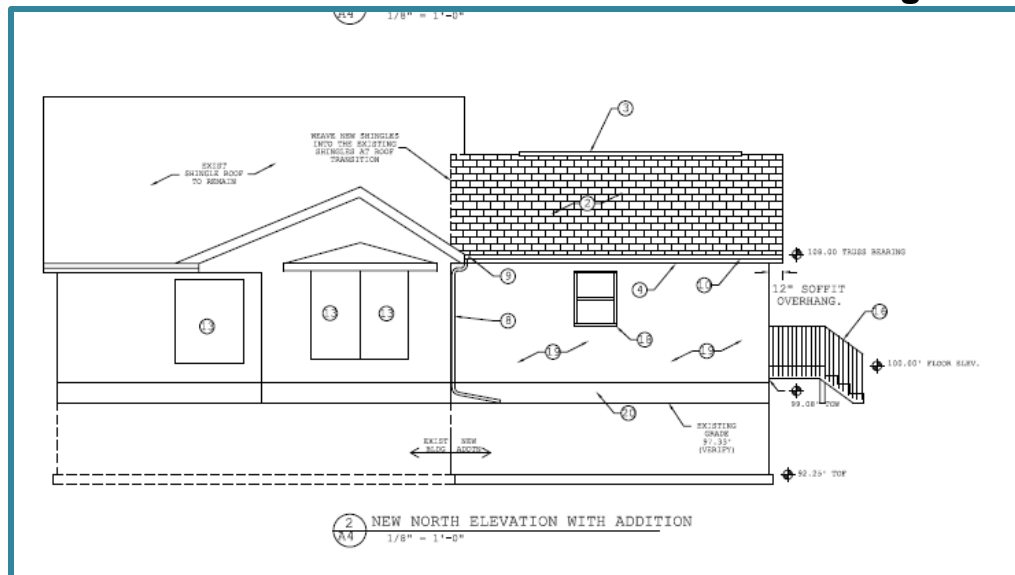
“(p) Screening. When a parking area with 5 or more parking spaces adjoins a property in a residential zoning district, a 4-foot screen (e.g., landscaping, berm, fence, or any combination) shall be installed and maintained.”

Note also that a bioretention area is integrated within the plan along the western edge of the proposed parking lot.

Findings: A landscaping plan has been submitted which meets the requirements, including landscaping in the bioretention area and along the adjacent property line. However, additional screening may be required along the west property line to meet the requirement above.

6) Architectural Review

Analysis: Renderings have been submitted, showing façade finishing materials primarily of vinyl siding, windows, and wood steps to match the existing structure. Gutters and downspouts will be installed on the addition.



Findings: The exterior materials proposed for the commercial building addition will blend nicely with the existing structure. From an architectural standpoint, the style and form of the addition will be consistent with and will blend well with the surrounding residential neighborhood. The existing garage will be retained, and the proposed parking will be behind the garage. Therefore, from Sixth Street South the residential character and feel of the property will be maintained.

7) Lighting & Photometric Plan

Analysis: The west elevation will include a light along the entry door. This light will be consistent with lights found on the surrounding residences. There is no parking lot lighting proposed.

Findings: The proposed lighting is consistent with that found on the surrounding residential properties. Chapter 11 – Zoning requires that lighting from the business not exceed 0.1 foot-candles at a neighboring residential property lines.

In summary, the proposed commercial building addition and parking lot expansion meets the needs of this commercially zoned business and is consistent with the City's planning vision for that area. Additionally, the proposal is being done in a way that is consistent with the surrounding residential neighborhood. Therefore, staff would recommend approval of the site plan and architectural review, subject to the items mentioned above and summarized on page one of the staff report.



Site Plan & Plan of Operation Application City of Wisconsin Rapids, Wisconsin

Version: January 3, 2019

Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
P: (715) 421-8228 Fax: (715) 421-8291

Overview: The Planning Commission reviews site plans and plans of operation for those land uses specifically requiring such review as listed in the land-use matrix (Appendix A of the zoning code).

Governing regulations: The procedures and standards governing the review of this application are found in Article 5 of the City's zoning code (Chapter 11 of the municipal code).

General instructions: Complete this application and submit one copy to the Community Development Department. Alternatively, you can submit your application online at <https://wisconsinrapids.zoninghub.com/>

Application fee: \$175.00 for new; \$125.00 for amendment of prior approval

Note: Site plan/plan of operation review and architectural review can be combined into one application fee.

Application submittal deadline: Applications must be submitted at least 3 weeks prior to the meeting. Please consult the annual Planning Commission schedule for specific dates.

Mandatory meeting with staff: To ensure that all the required information is provided and that there is a complete understanding of the process, the applicant must meet with City staff to discuss the request and necessary items. Please contact the Community Development Department to schedule an appointment.

Office Use Only

Date Received _____

Received By _____

Fee _____

Case # _____

Aldermanic District _____

Plan Commission Date _____

1. Applicant information

Applicant name _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

2. Agent contact information

Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

Agent 1

Name _____

Company _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

Agent 2

3. Type of application (check all that apply)

☐ Site plan Complete Part A, B and D

☐ Plan of operation Complete Part A, C and D

☐ New project

☐ Amendment of prior approval (if any)

If an amendment, the date of last approval (if any): _____

Part A. About the Property

4. Subject property information

Physical address _____

Parcel number(s) _____

Note: The parcel number can be found on the tax bill for the property or it may be obtained from the Community Development Department.

Is the subject property currently in violation of the City's zoning ordinance as determined by the City's zoning administrator?

☐ No

☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, special charges, or other required payments that are specifically related to the subject property?

☐ No

☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, special assessments, special charges, or other required payments are delinquent and unpaid.

5. Zoning information (refer to <https://wisconsinrapids.zoninghub.com/zoningmap.aspx>)

The subject property is located in the following base zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> RR Rural Residential | <input type="checkbox"/> R-8 Manufactured Home Park | <input type="checkbox"/> M-1 General Industrial |
| <input type="checkbox"/> R-1 Single-family Residential | <input type="checkbox"/> B-1 Downtown Commercial | <input type="checkbox"/> M-2 Heavy Industrial |
| <input type="checkbox"/> R-2 Mixed Residential | <input type="checkbox"/> B-2 General Commercial | <input type="checkbox"/> I-1 Institutional |
| <input type="checkbox"/> R-3 Multi-family Medium Density Residential | <input type="checkbox"/> B-3 Neighborhood Commercial | <input type="checkbox"/> P-1 Park and Recreation |
| <input type="checkbox"/> R-4 Multi-family High Density Residential | <input type="checkbox"/> B-5 Mixed Use Commercial | <input type="checkbox"/> C-1 Conservancy |

The subject property is also located in the following overlay zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Planned Development (PDD) | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Downtown Design | <input type="checkbox"/> Shoreland-Wetland | <input type="checkbox"/> Wellhead Protection |

Part B. Site Plan (See the standards and requirements in Division 6 of Article 6.)

6. Building type. Which of the following building types best describes the building?

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Work/live | <input type="checkbox"/> Parking structure |
| <input type="checkbox"/> Institutional | | |

Please refer to Appendix D for any design requirements that may apply.

7. Encroachments.

Aside from driveways connecting to the street, will any part of the proposed project encroach into a public right-of-way?

- ☐ No
☐ Yes

If yes, please explain.

8. Site parameters (area in square feet or acres)

Subject property	
Building coverage	
Outdoor storage	
Stormwater facilities	
Impervious surfaces	
Landscaping and other undeveloped areas	
Wetlands	
100-year floodplain	

Impervious surfaces include buildings, parking areas and driveways, sidewalks, decks, patios, and other types of 'hard' surfaces.

Attach appropriate documentation if there are any wetlands.

9. Street access

Name	New Access	Change to Existing Access	No Change to Existing Access
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Traffic generation

Will the proposed project create 500 trips per day or more?

- ☐ No
☐ Yes Attach a traffic impact report to this application. See s. 11.06.151 of the zoning code for additional details.

Will the proposed project create 300 trips per day or more, but less than 500?

- ☐ No
☐ Yes The city may require a traffic impact report as described in s. 11.06.151 of the zoning code. Please contact the Community Development Department for further guidance.

11. Parking (See the standards and requirements in Article 17 of the zoning code.)

Minimum number of required spaces		See Appendix B of the zoning code for parking requirements for the proposed land use(s).
Proposed number of spaces		If the number of proposed spaces exceeds what is required by more than 15 percent, the Planning Commission may grant a special exception to allow oversized parking areas. (See s. 11.17.03(r) of the zoning code.)
ADA van accessible spaces		

Other ADA accessible spaces		
Number of electric charging stations (if any)		Charging stations are not required, but are recommended.
Bicycle parking spaces		Bike parking is not required, but is recommended. (See s. 11.17.06 of the zoning code.)
Number of spaces in front of the building		The number of spaces in front of the building may be limited depending on the zoning district. (See Appendix C of the zoning code.)
Number of spaces on the side(s) of the building		
Number of spaces to the rear of the building		

12. Outdoor lighting (See the standards and requirements in Article 18 of the zoning code.)

	Number of Fixtures	Lumens
Building 1		
Building 2		
Building 3		
Parking lot 1		
Parking lot 2		
Parking lot 3		
Other		
Other		
Total		

Maximum lighting levels at each property boundary line (in footcandles):		Attach a photometric plan to this application along with manufacturer's cut sheets for the different kinds of light fixtures.
Height of parking lot lights above grade (if any):		

13. Fencing. Will the proposed project include fencing?

- ☐ No
- ☐ Yes (See Article 15 of the zoning code for the standards and requirements that apply.)
- If yes, please describe and/or attach a fencing plan.

14. Stormwater. Describe how stormwater generated on the site will be handled.

15. Site plan. Attach a site plan drawn to scale with the following information to the extent it applies to the proposed project. The items with an asterisk are required. Check those elements that are included.

Background Project Information	Buildings and Outdoor Storage/Activity Areas	Transportation Facilities (existing and proposed)
<input type="checkbox"/> Project name*	<input type="checkbox"/> Existing and proposed	<input type="checkbox"/> Streets
<input type="checkbox"/> Applicant name*	<input type="checkbox"/> Existing within 50 feet of subject property	<input type="checkbox"/> Driveways and road access onto public and private roads
<input type="checkbox"/> Preparation date/revision*	Required Setbacks	<input type="checkbox"/> Sidewalks and trails
<input type="checkbox"/> Name of preparer*	<input type="checkbox"/> Yard setbacks (front, side, rear and shore)	<input type="checkbox"/> Fire lanes (i.e., fire apparatus access)
	<input type="checkbox"/> On-site septic systems	<input type="checkbox"/> Clear visibility triangles (location and dimensions)
Survey Information	<input type="checkbox"/> On-site wells and off-site wells within 10 feet of the perimeter of the subject property	On-Site Parking (existing and proposed)
<input type="checkbox"/> North arrow and graphic scale*	Landscaping Features (existing and proposed)	<input type="checkbox"/> Access aisles and parking spaces by size
<input type="checkbox"/> Address of subject property or legal description*	<input type="checkbox"/> Fences, buffers, and berms	<input type="checkbox"/> Location of accessible parking spaces
<input type="checkbox"/> Property boundaries *	<input type="checkbox"/> Pervious and impervious surfaces by type	<input type="checkbox"/> Location and specifications/dimensions for accessibility ramps
<input type="checkbox"/> Acreage of subject property*	<input type="checkbox"/> Site amenities (benches, fountains, etc.)	<input type="checkbox"/> Type and location of on-site parking signs and traffic control signs
Project Development Information	<input type="checkbox"/> Existing trees and other prominent vegetation	<input type="checkbox"/> Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)
<input type="checkbox"/> Land use summary table by density/intensity and acreage*	<input type="checkbox"/> Trees / shrubs to be planted, including a plant list and specs.	<input type="checkbox"/> Snow storage areas
<input type="checkbox"/> Easements/rights-of-ways (location, width, purpose, ownership)	Trees / shrubs to be retained	<input type="checkbox"/> Areas designated for queuing of vehicles for drive-through facilities (e.g., car washes, drive-up service windows, etc.)
<input type="checkbox"/> Common areas/conservancy areas (location, purpose, ownership)	Outdoor Lighting (existing and proposed)	<input type="checkbox"/> Pedestrian walks between the parking lot and the building
<input type="checkbox"/> Land to be dedicated to the public (boundaries, area, purpose)	<input type="checkbox"/> Location	<input type="checkbox"/> Designated areas of a parking area for pedestrian walks
Setting	<input type="checkbox"/> Fixture specifications	<input type="checkbox"/> Loading lanes and loading docks
<input type="checkbox"/> Property boundaries within 50 feet of the subject property	Stormwater Facilities (existing and proposed)	<input type="checkbox"/> Stormwater drainage
<input type="checkbox"/> Land uses within 50 feet of the subject property	<input type="checkbox"/> Location	<input type="checkbox"/> Distance between parking areas and adjoining properties if less than 20 feet
<input type="checkbox"/> Zoning district boundaries within 50 feet of the subject property	<input type="checkbox"/> Specifications for each facility	<input type="checkbox"/> Areas designated for bicycle parking
<input type="checkbox"/> Municipal boundaries within 50 feet of the subject property		
Site Features (existing and proposed)	Utilities (existing and proposed)	Signs (existing and proposed)
<input type="checkbox"/> Ground contours when slopes exceed 8 percent	<input type="checkbox"/> Location	<input type="checkbox"/> Location
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input type="checkbox"/> Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process
<input type="checkbox"/> Woodlands	<input type="checkbox"/> Size/capacity, if applicable	
<input type="checkbox"/> Wildlife habitat, including critical wildlife habitat		
<input type="checkbox"/> Environmentally sensitive features		
<input type="checkbox"/> Water resources (rivers, ponds, etc.) and ordinary high-water mark for navigable waters		
<input type="checkbox"/> Floodplain boundaries and elevations of the same		

Part C. Plan of Operation

16. Operating conditions

Hours of operation:		
Estimated number of full-time employees		
Estimated number of part-time employees		
Maximum number of employees onsite at peak hours		
Will the proposed business operation create any noise outside of the building?		Refer to s. 11.06.147 of the zoning code.
Will the proposed business operation create any emissions (e.g., fumes, smoke, steam, vapor, dust,) to the atmosphere?		Refer to s. 11.06.148 of the zoning code.
Will the proposed business operation create any vibrations outside of the building?		Refer to s. 11.06.149 of the zoning code.
Will the proposed business operation involve any explosives or other flammable materials?		Refer to s. 11.06.150 of the zoning code.
Will the proposed business operation involve any radioactive materials?		
Will the proposed business operation create special needs for wastewater disposal?		
Will the proposed business operation require unusually high levels of public water?		

17. Licensing. What kind of federal, state, county or city licensees will be required to operate the proposed business?

Part D. Other

18. Attachments List any attachments included with your application.

19. Other information You may provide any other information you feel is relevant to the review of your application.

20. Mandatory meeting with staff

When did you meet with the Community Development Director? _____ Month/year

21. Applicant certification

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:

Name – print

Name – Signature

Date

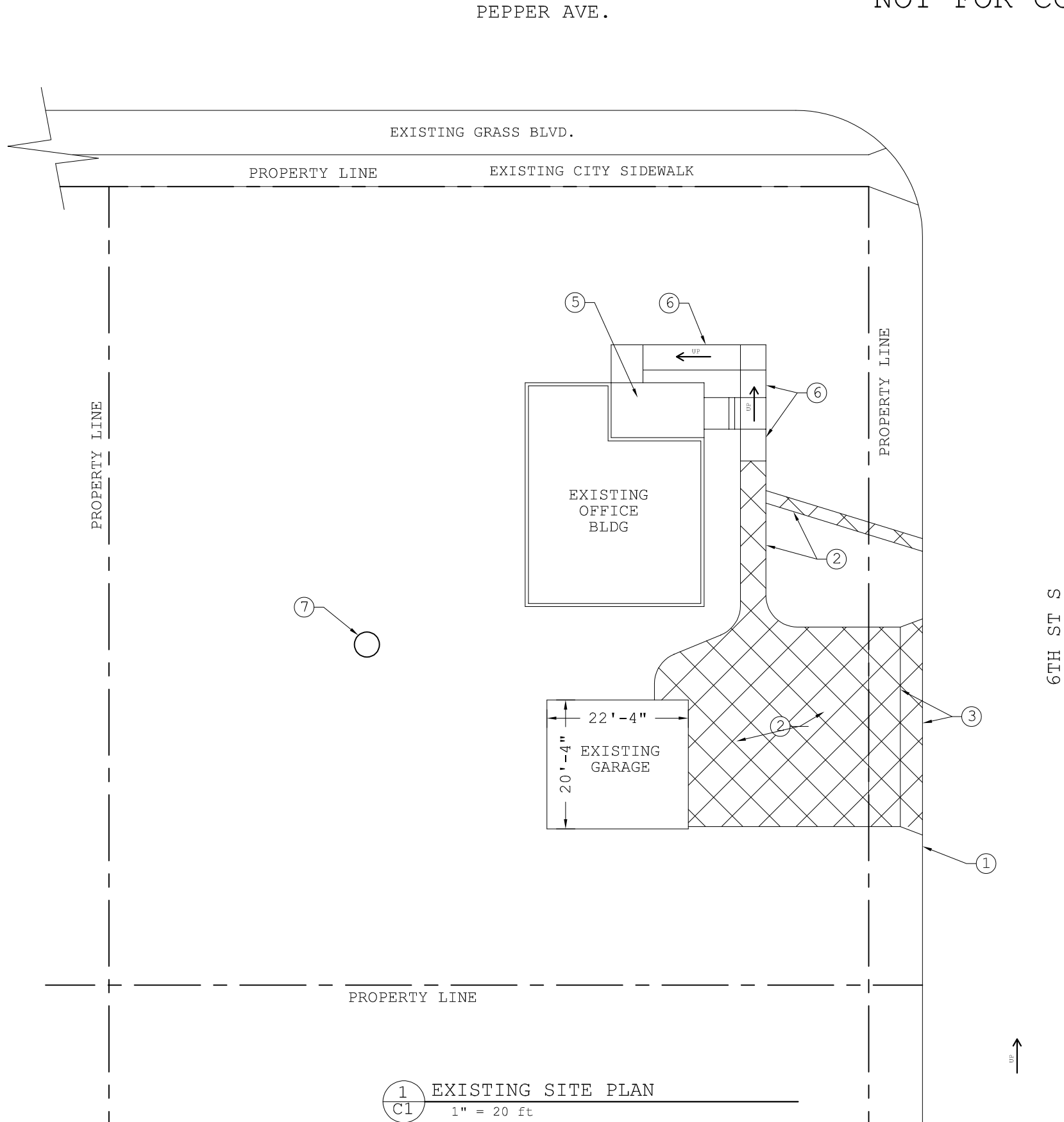
Name – print

Name – Signature

Date

NOTES

- ① DEMO CURB & GUTTER TO ACCOMODATE NEW DRIVEWAY ENTRANCE.
- ② EXISTING CONCRETE DRIVEWAY & SIDEWALKS TO REMAIN.
- ③ EXISTING CITY SIDEWALK & DRIVE APRON TO REMAIN.
- ④ NA
- ⑤ EXISTING CONCRETE PORCH TO REMAIN.
- ⑥ EXISTING WOOD RAMP TO REMAIN.
- ⑦ LARGE EXISTING TREE TO BE REMOVED BY THE OWNER.
- ⑧ NA
- ⑨ NA
- ⑩ NA
- ⑪ NA
- ⑫ NA
- ⑬ NA
- ⑭ NA
- ⑮ NA



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GINZL INSURANCE OFFICE ADDITION
540 PEPPER AVE.
WISCONSIN RAPIDS, WI

For:
Laurie Ginzl
540 Pepper Ave.
Wisconsin Rapids, WI 54494



CONSTRUCTION CO., INC.
3031 SARATOGA ST., P.O. BOX 219
WISCONSIN RAPIDS, WI 54495-0219
715.424.1147 FAX 715.424.1988

C1 EXISTING SITE PLAN	DRWN. BY: R. BALKO	
	DATE: 8.11.22	JOB NUMBER: 22007
1" = 20 ft		01 of 2

NOTES

- ① ALTERNATE 4: NEW, 3" THICK, ASPHALT PAVED PARKING LOT. EXCAVATION CONTRACTOR TO INSTALL BASE COURSE AS REQUIRED. ALTERNATE 4: 4" THICK CONCRETE IN LIEU OF ASPHALT.
- ② EXISTING CONCRETE DRIVEWAY & SIDEWALKS TO REMAIN.
- ③ EXISTING CITY SIDEWALK & DRIVE APRON TO REMAIN.
- ④ NEW CONCRETE DRIVE APRON & CITY SIDEWALK. APRON & SIDEWALK TO BE 6" THICK. MAX TOTAL WIDTH OF DRIVE APRON AT THE STREET CANNOT EXCEED 36'-0".
- ⑤ EXISTING CONCRETE PORCH TO REMAIN.
- ⑥ EXISTING WOOD RAMP TO REMAIN.
- ⑦ ALTERNATE 5: NEW CONCRETE SIDEWALK 4" THICK.
- ⑧ NA
- ⑨ NA
- ⑩ STORMWATER RETENTION AREA. SEED WITH PERENNIAL RYEGRASS OR DETENTION BASIN SEED MIX.
- ⑪ NEW PARKING LOT STRIPPING ON THE EXISTING CONCRETE DRIVEWAY.
- ⑫ NA
- ⑬ NA
- ⑭ NA
- ⑮ NA

STORMWATER RETENTION INFO

ACTUAL PARKING AREA PITCHED TO RETENTION AREA) = 1,662SF

BOTTOM OF RETENTION AREA = 276 SF

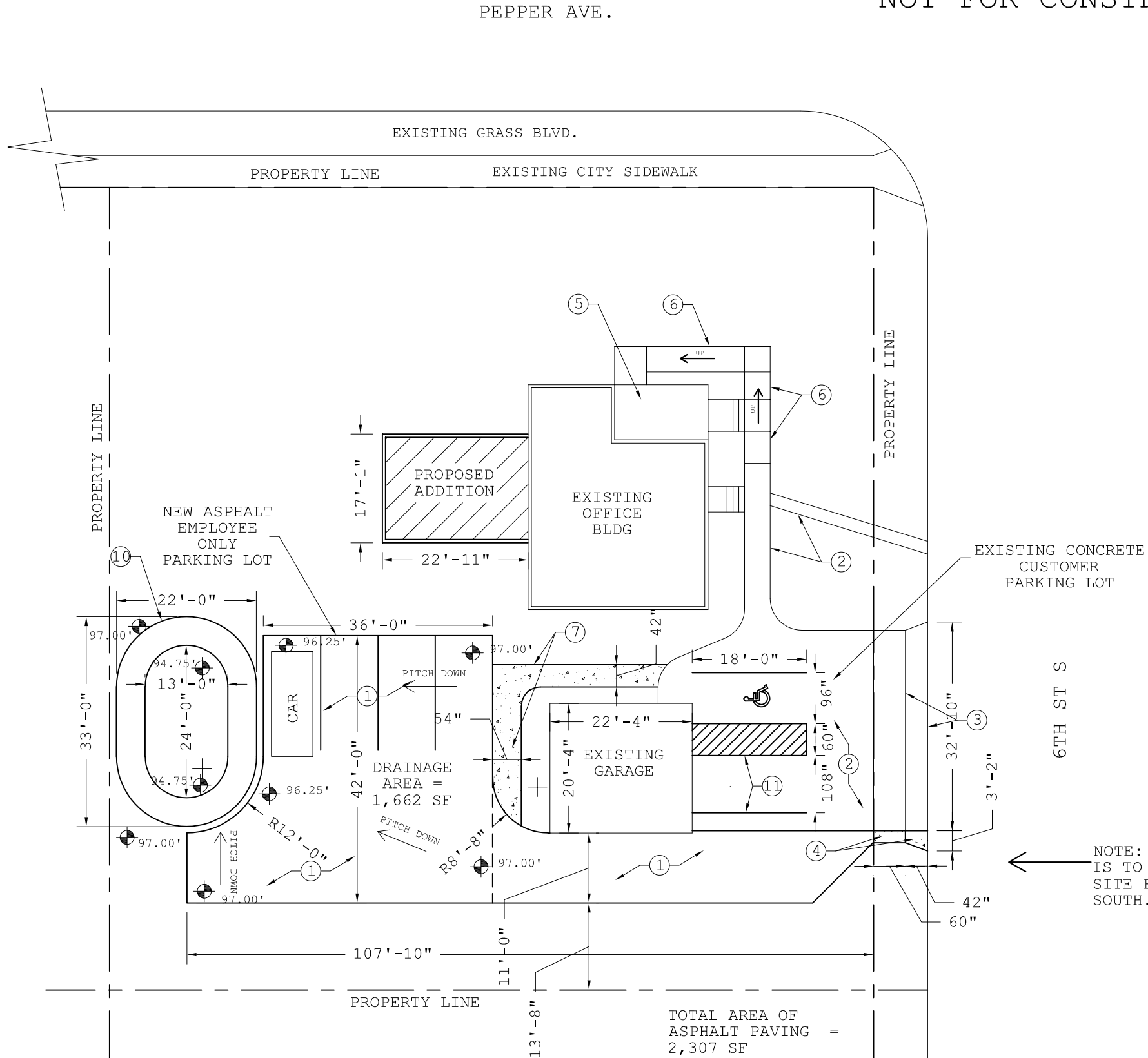
DEPTH OF RETENTION AREA BELOW LOWEST ELEVATION OF ASPHALT PAVING = 1.5 FT

SLOPE OF SIDEWALLS IS 3:1

PERIMETER AT TOPSIDE OF RETENTION AREA = 91 LF

CALCULATIONS

1. VOLUME OF PARKING LOT
SF OF PARKING LOT = 1,662 SF
INCHES OF RAIN = x .375 FT (4.5")
VOLUME OF PARKING LOT = 623 CF
2. VOLUME OF RETENTION AREA
A) SF OF BOTTOM = 276 SF
DEPTH = x 1.5 FT
SUB TOTAL OF BOTTOM = 414 CF
B) LENGTH OF SLOPED SIDEWALL = 4.5 LF
HEIGHT OF SLOPED SIDEWALL = 1.5 FT
(Triangle shaped) x .5
SUB TOTAL SIDEWALLS/LF 3.4 CF/LF
PERIMETER OF SIDEWALL = x 91 LF
SUB TOTAL OF SIDEWALLS = 309 CF
C) VOLUME OF BOTTOM = 414 CF
VOLUME OF SIDEWALLS = + 309 CF
TOTAL VOLUME OF RETENTION AREA = 723 CF



1 NEW SITE PLAN
C2 1" = 20 ft

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For:
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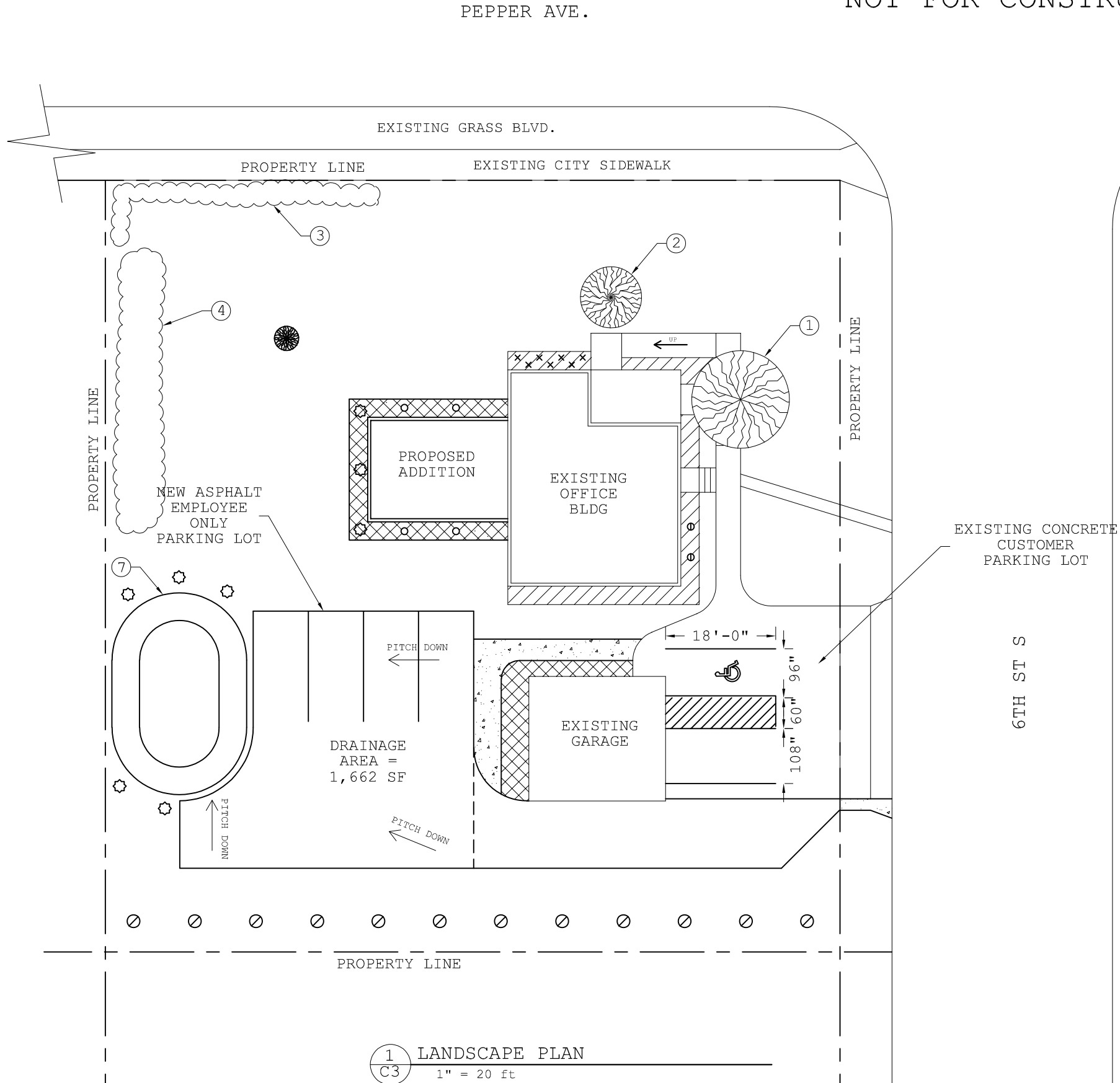
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C2	NEW SITE PLAN	DATE: 9.26.22	JOB NUMBER: 22007	DRWN. BY: R. BALKO	102 of 2
----	---------------	---------------	-------------------	--------------------	----------

NOTES

- ① EXISTING BLACK WALNUT TREE.
- ② EXISTING WILLOW SHRUB.
- ③ EXISTING EVERGREEN SHRUBS.
- ④ EXISTING CEDAR TREES.
- ⑤ NA
- ⑥ NA
- ⑦ STORMWATER RETENTION AREA. SEED WITH PERENNIAL RYEGRASS OR DETENTION BASIN SEED MIX.

- EXISTING CRUSHED ROCK LANDSCAPE
- NEW CRUSHED ROCK LANDSCAPE
- EXISTING FLOWERS
- NEW FLOWERS
- EXISTING HOSTAS
- MEDIUM EVERGREEN SHRUBS
- NEW LANDSCAPE SCREENING. OWNER'S OPTION TO INSTALL EVERGREENS, DECIDUOUS PLANTS/SHRUBS OR A FENCE. MINIMUM HEIGHT OF SCREENING TO BE 48".
- NEW MAPLE TREE



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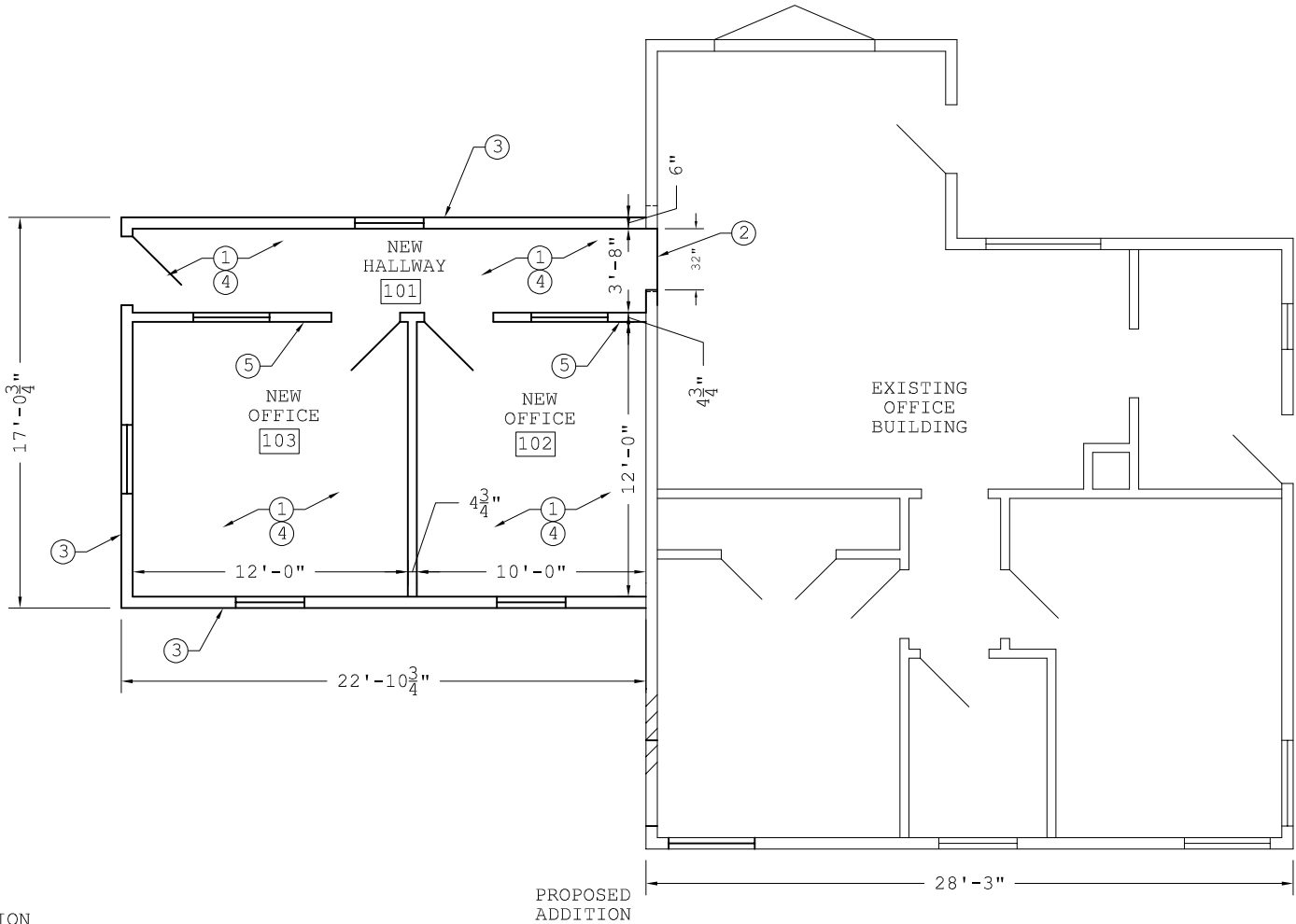
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C3	LANDSCAPE PLAN	DATE: 9.26.22	JOB NUMBER: 22007
DRWN. BY: R. BALKO		DATE: 9.26.22	JOB NUMBER: 22007

NOTES

- ① NEW CARPET. ALADDIN SEAMLESS VISION. COLOR SELECTED BY OWNER.
- ② TRANSITION STRIP FROM HARDWOOD FLOOR IN THE EXISTING OFFICE TO THE CARPET IN THE NEW ADDITION.
- ③ WALL CONSTRUCTION IS DOUBLE 4" VINYL SIDING, TYVEK VAPOR BARRIER, 7/16" OSB SHEATHING, 2x6 WOOD STUD WALL FRAMING @ 16" O/C WITH R19 BATT INSUL 4 MIL POLY VAPOR & 5/8" GYPSUM BOARD WITH AN ORANGE PEEL FINISH.
- ④ CEILING CONSTRUCTION IS WOOD ROOF TRUSSES @ 24" O/C, R38 BLOWN INSULATION, 4 MIL VAPOR BARRIER & 5/8" GYPSUM BOARD TAPED & FINISHED TO AN ORANGE PEEL TEXTURE. INTERIOR CEILING HEIGHT IS 8'-0".
- ⑤ INTERIOR WALL CONSTRUCTION TO BE 2x4 WOOD STUDS @ 16" O/C WITH R11 SIUND BATTS & 5/8" GYPSUM BOARD EACH SIDE WITH AN ORANGE PEEL FINISH.
- ⑥ NA
- ⑦ NA
- ⑧ NA
- ⑨ NA
- ⑩ NA
- ⑪ NA
- ⑫ NA
- ⑬ NA
- ⑭ NA
- ⑮ NA

NOTE: CONCRETE FOUNDATION WALLS TO BE 6'10" TALL x 8" THICK TO MATCH EXISTING WALL HEIGHT. WALLS TO BE ON TOP OF 16" X 8" CONCRETE FOOTING. THE TOP 24" OF THE FOUNDATION WILL BE EXPOSED ABOVE GRADE.

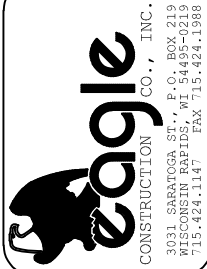


1 PLAN VIEW - PROPOSED ADDITION
A1 1/8" = 1'-0"

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540 PEPPER AVE.
WISCONSIN RAPIDS, WI

For:
Laurie Ginzl
540 Pepper Ave.
Wisconsin Rapids, WI 54494



A1 PLAN VIEW PROPOSED ADDITION	DRWN. BY: R. BALKO	
	DATE: 9.1.22	JOB NUMBER
	22007	03 of 2

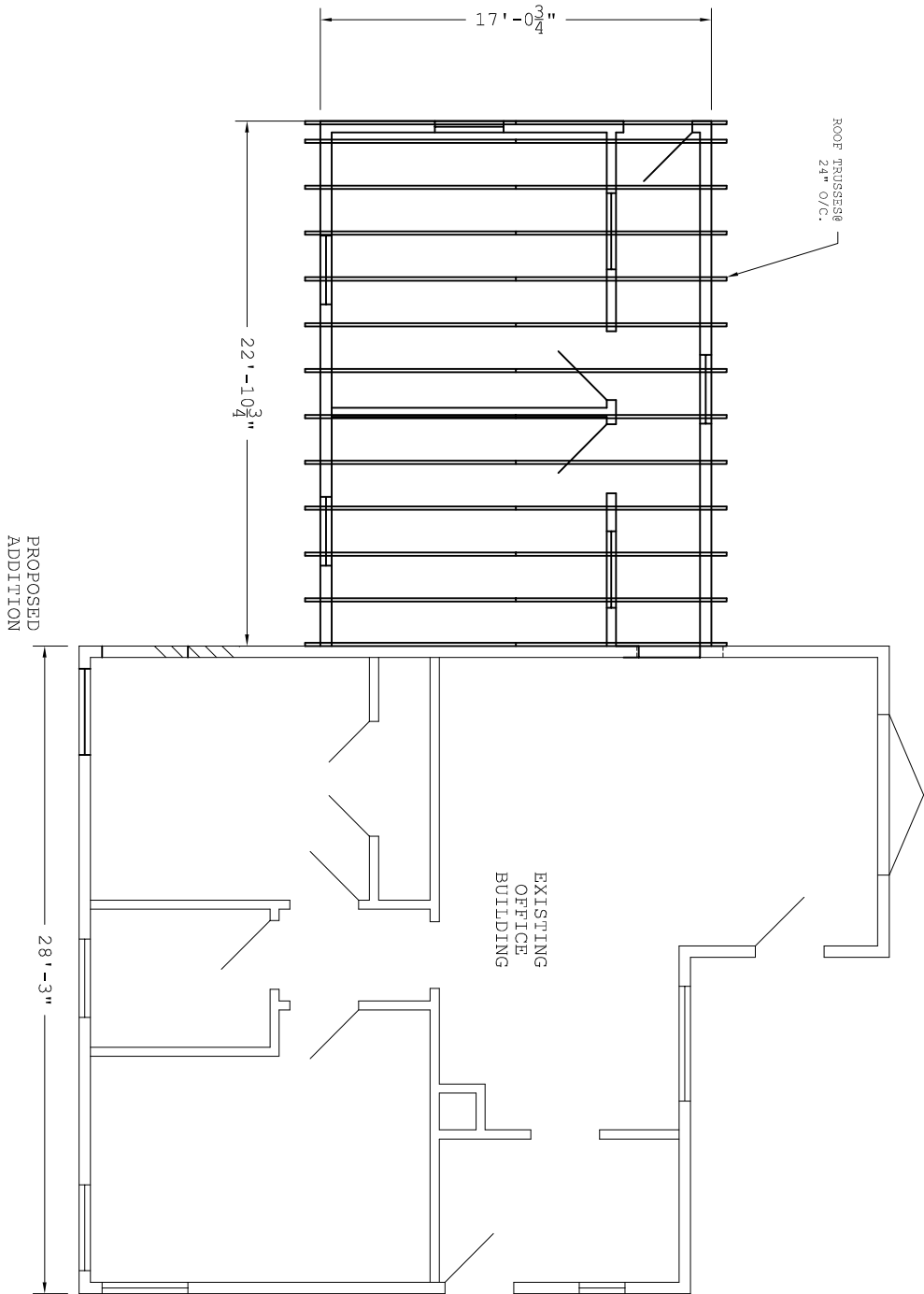
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NOTES

- ① NA
- ② NA
- ③ NA
- ④ NA
- ⑤ NA
- ⑥ NA
- ⑦ NA
- ⑧ NA
- ⑨ NA
- ⑩ NA
- ⑪ NA
- ⑫ NA
- ⑬ NA
- ⑭ NA
- ⑮ NA



① PLAN VIEW - ROOF TRUSSES
A1.1 1/8" = 1'-0"

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A1.1 ROOF TRUSS LAYOUT	
DRWN. BY: R. BALKO	
DATE: 9.20.22	
JOB NUMBER	DWG. NUMBER
22007	3.1 of ?

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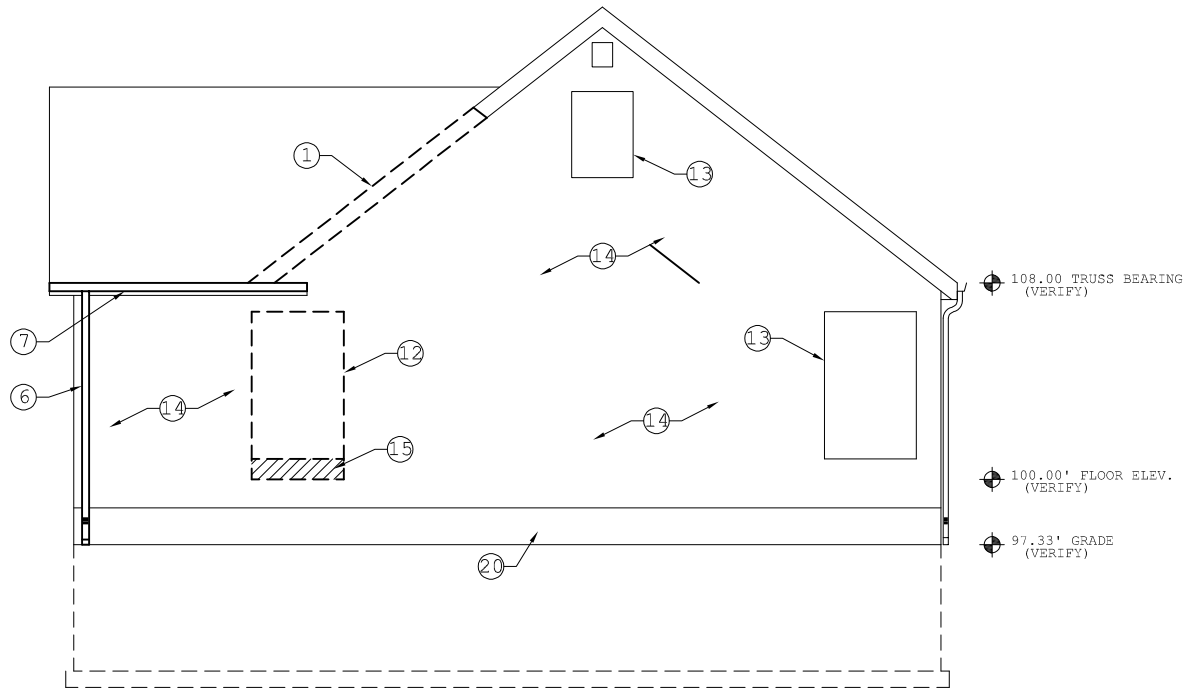
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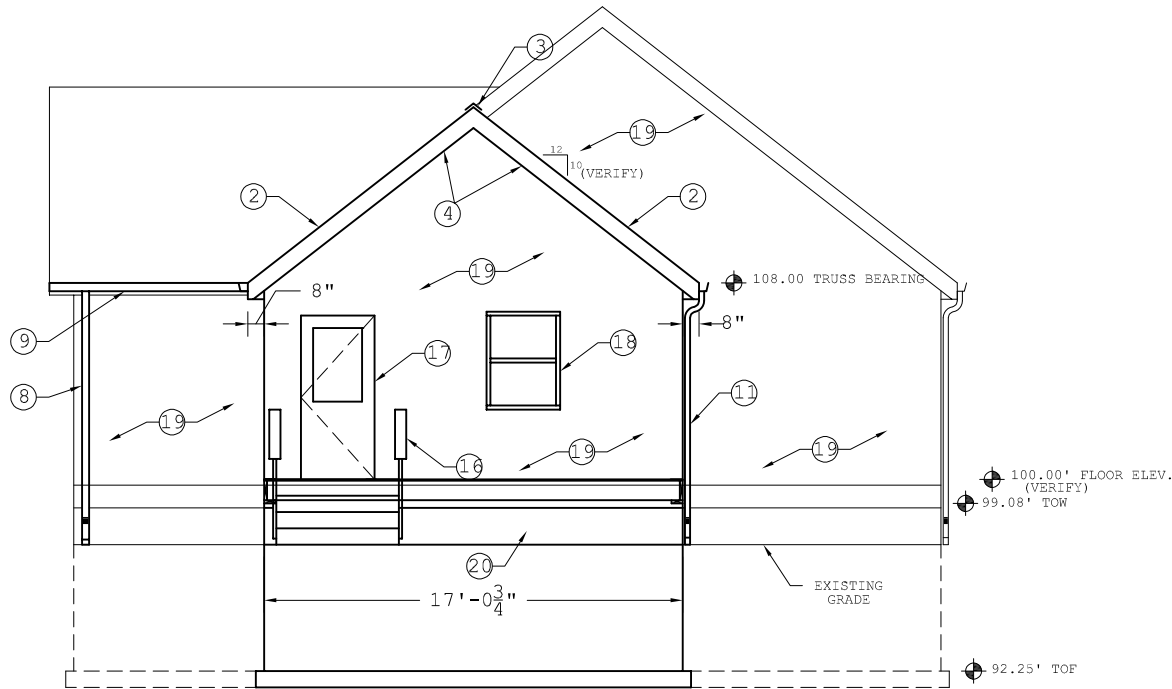
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NOTES

- ① DEMO EXISTING GABLE END SOFFIT OVERHANG TO FACILITATE INSTALLATION OF NEW WOOD ROOF TRUSSES & ROOF SHEATHING. DEMO/REMOVE THE EXISTING SHINGLES & ROOF SHEATHING SO THE ROOF OF THE NEW ADDITION CAN BE TIED INTO THE EXISTING ROOF. LIMIT OF DEMOLITION IS TO BE TO A POINT THAT SPANS THREE OF THE EXISTING ROOF TRUSSES OR NO GREATER THAN 4'.
- ② FURNISH & INSTALL STEEL DRIP EDGE & ICE & WATER GUARD TO A POINT 6' UP FROM THE EAVES. SHINGLES TO BE CERTAINTED, ARCHITECTURAL, 235#, LANDMARK SHINGLE OR EQUAL OVER 15 LB FELT. NEW SHINGLES TO MATCH EXISTING AS CLOSE AS POSSIBLE.
- ③ RIDGE VENT TO BE SHINGLEVENT II OR EQUAL.
- ④ NEW CENTERVENT ALUMINUM SOFFIT & 6" ALUMINUM FACIA.
- ⑤ NOT USED.
- ⑥ REMOVE & SALVAGE EXISTING DOWN SPOUT ONLY.
- ⑦ DEMO EXISTING GUTTER.
- ⑧ REINSTALLED DOWNSPOUT.
- ⑨ NEW GUTTER INSTALLED ON THE EXISTING BUILDING.
- ⑩ NEW GUTTER ON ADDITION.
- ⑪ NEW DOWNSPOUT.
- ⑫ DEMO & DISCARD EXISTING WINDOW.
- ⑬ EXISTING WINDOW TO REMAIN.
- ⑭ DEMO THE EXISTING VINYL SIDING. SAVE & SALVAGE FOR REINSTALLATION IF POSSIBLE.
- ⑮ CUT WINDOW OPENING DOWN TO THE EXISTING FLOOR TO CREATE NEW WALK-THRU ACCESS TO THE NEW ADDITION.
- ⑯ NEW WOOD FRAMED STEPS.
- ⑰ NEW 3'0" X 6'8" ENTRY DOOR WITH LITE.
- ⑱ NEW 36" x 48", SINGLE HUNG, VINYL WINDOW.
- ⑲ NEW VINYL SIDING. REINSTALL THE SALVAGED VINYL SIDING IF REASONABLY POSSIBLE.
- ⑳ EXPOSED FOUNDATION WALL.



1 EXISTING WEST ELEVATION
1/8" = 1'-0"



2 NEW WEST ELEVATION WITH ADDITION
1/8" = 1'-0"

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For:
Laurie Ginzl
540 Pepper Ave.
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A2
WEST
ELEVATION

DRWN. BY: R. BALKO

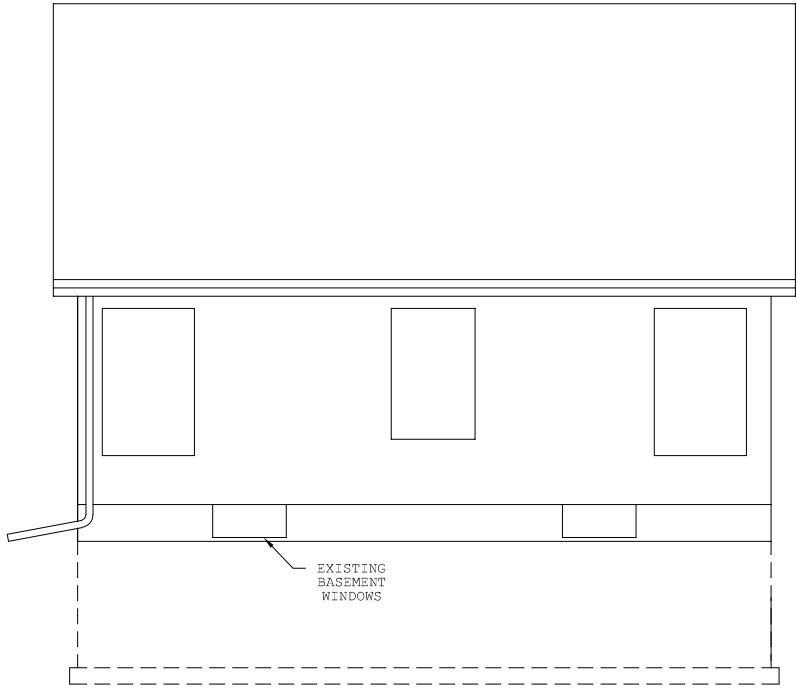
DATE: 9.20.22

JOB NUMBER: 22007
DWG. NUMBER: 04 of 2

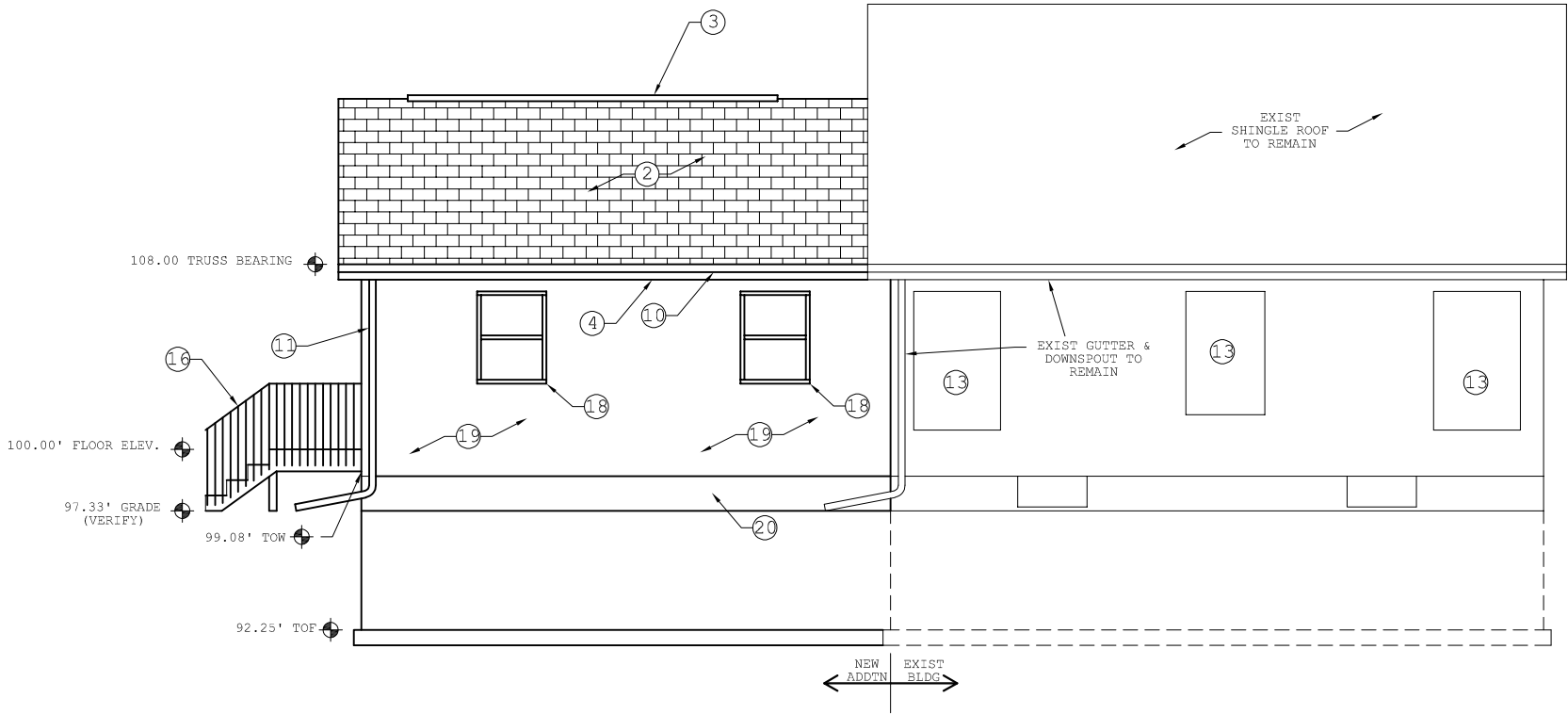
NOTES

- 1 NOT USED.
- 2 FURNISH & INSTALL STEEL DRIP EDGE & ICE & WATER GUARD TO A POINT 6' UP FROM THE EAVES. SHINGLES TO BE CERTAINTED, ARCHITECTURAL, 235#, LANDMARK SHINGLE OR EQUAL OVER 15 LB FELT. NEW SHINGLES TO MATCH EXISTING AS CLOSE AS POSSIBLE.
- 3 RIDGE VENT TO BE SHINGLEVENT II OR EQUAL.
- 4 NEW CENTERVENT ALUMINUM SOFFIT & 6" ALUMINUM FACIA.
- 5 NOT USED.
- 6 NOT USED.
- 7 NOT USED.
- 8 NOT USED.
- 9 NOT USED.
- 10 NEW GUTTER ON ADDITION.
- 11 NEW DOWNSPOUT.
- 12 NOT USED.
- 13 EXISTING WINDOW TO REMAIN.
- 14 NOT USED.
- 15 NOT USED.
- 16 NEW WOOD FRAMED STAIRS & HANDRAIL.
- 17 NOT USED.
- 18 NEW 36" x 48", SINGLE HUNG, VINYL WINDOW.
- 19 NEW VINYL SIDING. REINSTALL THE SALVAGED VINYL SIDING IF REASONABLY POSSIBLE.
- 20 EXPOSED FOUNDATION WALL.

PRELIMINARY PLAN
NOT FOR CONSTRUCTION



1 EXISTING SOUTH ELEVATION
A3 1/8" = 1'-0"



2 NEW SOUTH ELEVATION WITH ADDITION
A3 1/8" = 1'-0"

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For:
Laurie Ginzl
540 Pepper Ave.
Wisconsin Rapids, WI 54494



CONSTRUCTION CO., INC.
3031 SARATOGA ST., P.O. BOX 219
WISCONSIN RAPIDS, WI 54495-0219
715.424.1147 FAX 715.424.1988

A3
SOUTH
ELEVATION

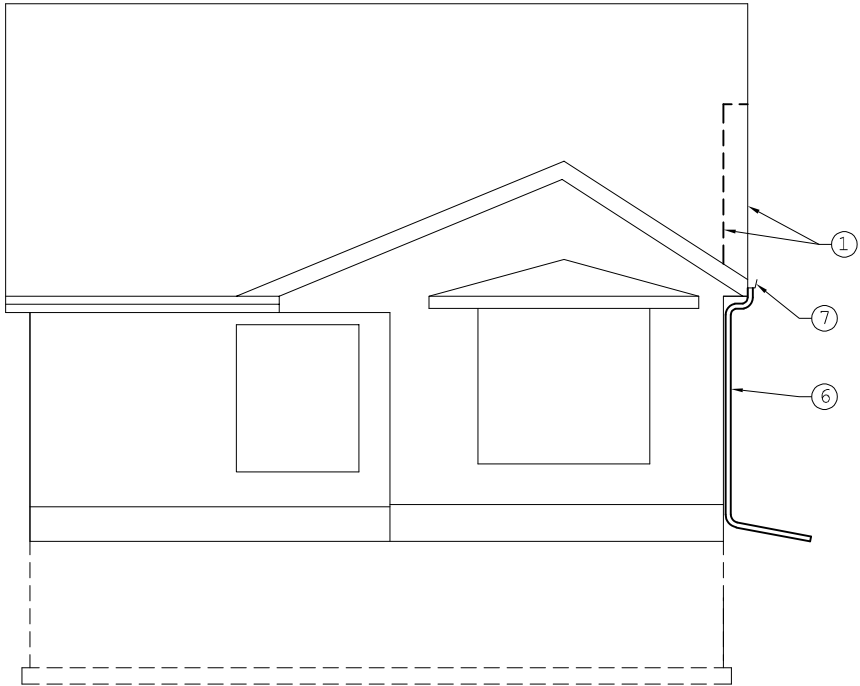
DRWN. BY: R. BALKO

DATE: 9.20.22

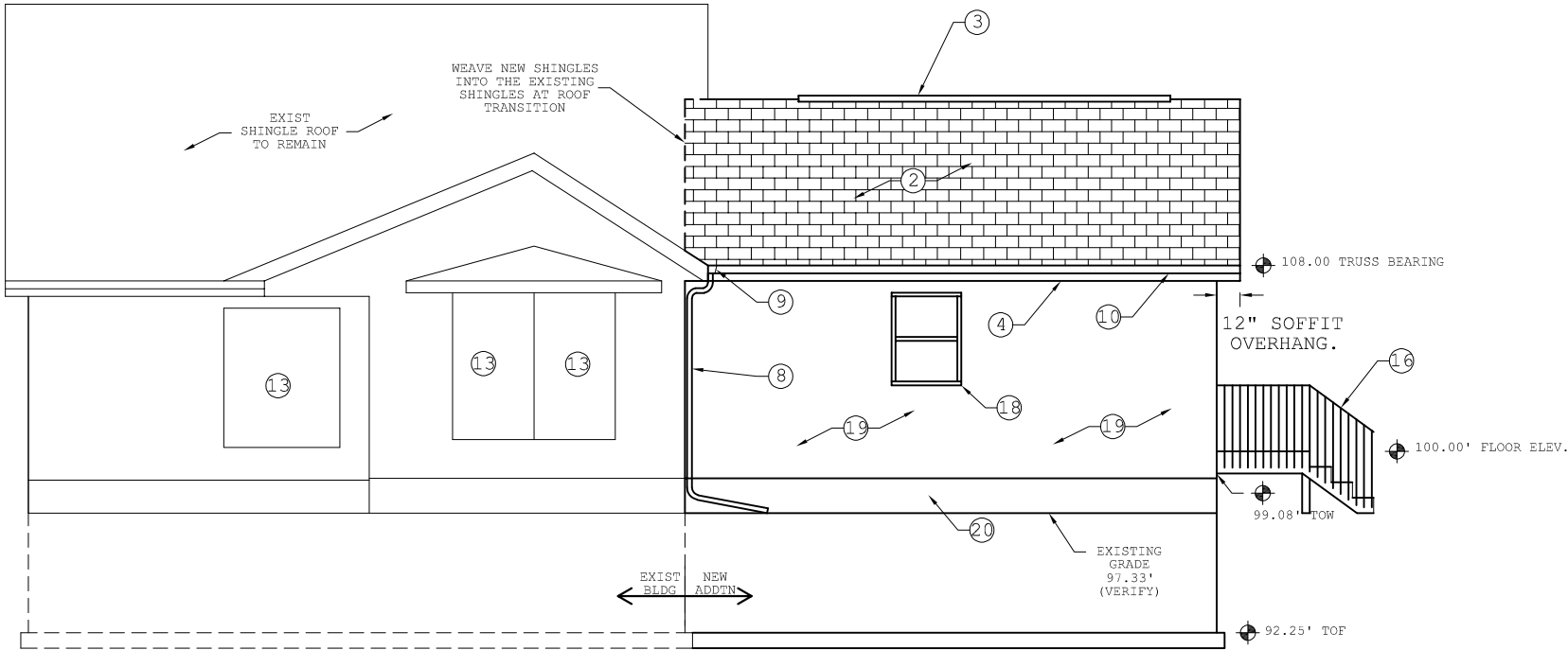
JOB NUMBER 22007
DWG. NUMBER 05 of 2

NOTES

- ① DEMO EXISTING GABLE END SOFFIT OVERHANG TO FACILITATE INSTALLATION OF NEW WOOD ROOF TRUSSES & ROOF SHEATHING. DEMO/REMOVE THE EXISTING SHINGLES & ROOF SHEATHING SO THE ROOF OF THE NEW ADDITION CAN BE TIED INTO THE EXISTING ROOF. LIMIT OF DEMOLITION IS TO BE TO A POINT THAT SPANS THREE OF THE EXISTING ROOF TRUSSES OR NO GREATER THAN 4'.
- ② FURNISH & INSTALL STEEL DRIP EDGE & ICE & WATER GUARD TO A POINT 6' UP FROM THE EAVES. SHINGLES TO BE CERTAINTED, ARCHITECTURAL, 235#, LANDMARK SHINGLE OR EQUAL OVER 15 LB FELT. NEW SHINGLES TO MATCH EXISTING AS CLOSE AS POSSIBLE.
- ③ RIDGE VENT TO BE SHINGLEVENT II OR EQUAL.
- ④ NEW CENTERVENT ALUMINUM SOFFIT & 6" ALUMINUM FACIA.
- ⑤ NOT USED.
- ⑥ REMOVE & SALVAGE EXISTING DOWN SPOUT ONLY.
- ⑦ DEMO EXISTING GUTTER.
- ⑧ REINSTALLED DOWNSPOUT.
- ⑨ NEW GUTTER INSTALLED ON THE EXISTING BUILDING.
- ⑩ NEW GUTTER ON ADDITION.
- ⑪ NOT USED.
- ⑫ NOT USED.
- ⑬ EXISTING WINDOW TO REMAIN.
- ⑭ NOT USED.
- ⑮ NOT USED.
- ⑯ NEW WOOD FRAMED STEPS.
- ⑰ NOT USED.
- ⑱ NEW 36" x 48", SINGLE HUNG, VINYL WINDOW.
- ⑲ NEW VINYL SIDING. REINSTALL THE SALVAGED VINYL SIDING IF REASONABLY POSSIBLE.
- ⑳ EXPOSED FOUNDATION WALL.



1 EXISTING SOUTH ELEVATION
A4 1/8" = 1'-0"



2 NEW NORTH ELEVATION WITH ADDITION
A4 1/8" = 1'-0"

PRELIMINARY PLAN
NOT FOR CONSTRUCTION

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REVISIONS:

GINZL INSURANCE OFFICE ADDITION
540 PEPPER AVE.
WISCONSIN RAPIDS, WI

For:
Laurie Ginzl
540 Pepper Ave.
Wisconsin Rapids, WI 54494



A4
NORTH
ELEVATION

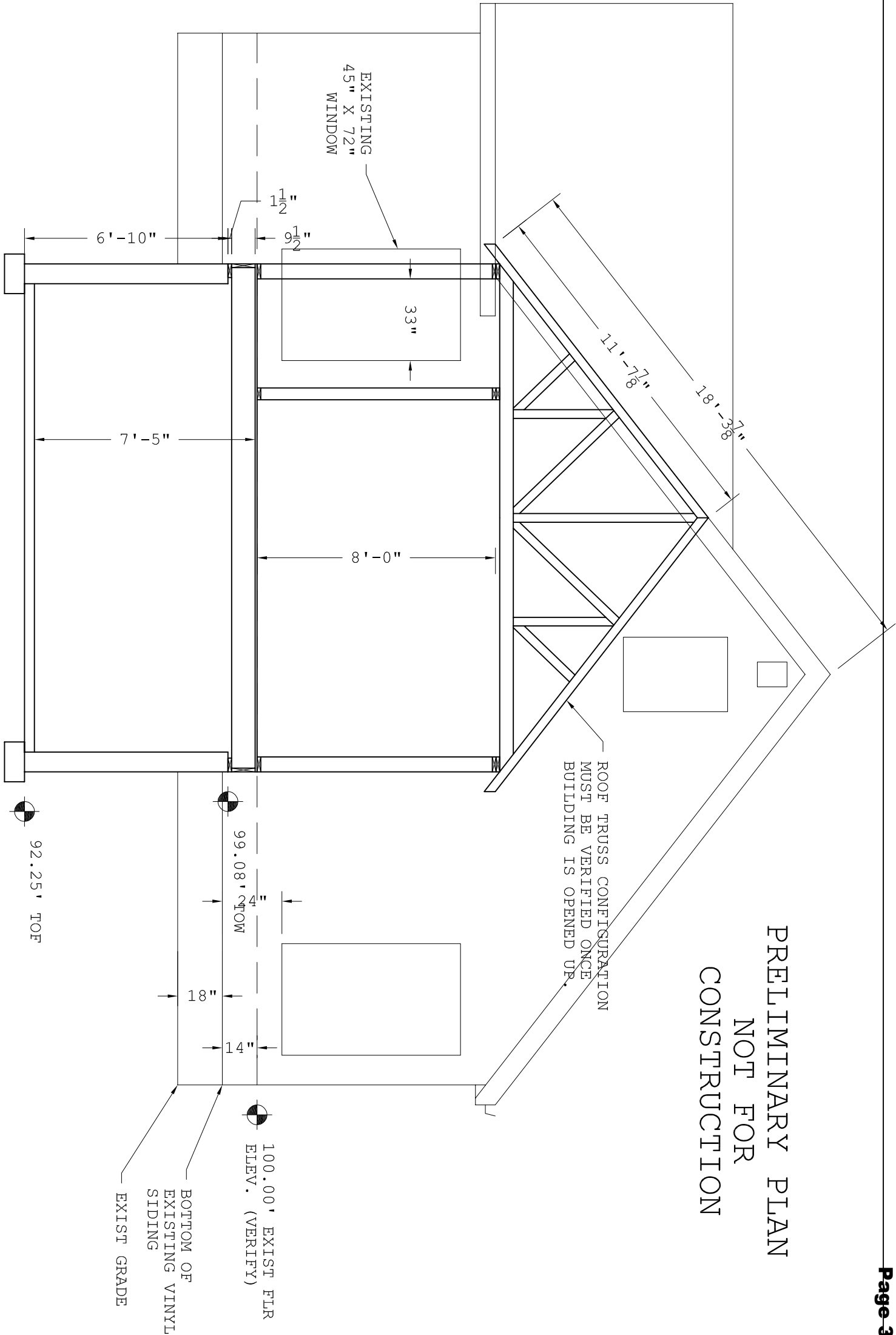
DRWN. BY: R. BALKO

DATE: 9.20.22

JOB NUMBER 22007
DWG. NUMBER 06 of 2

NOTES

- 1
- NA
- 2
- NA
- 3
- NA
- 4
- NA
- 5
- NA
- 6
- NA
- 7
- NA
- 8
- NA
- 9
- NA
- 10
- NA
- 11
- NA
- 12
- NA
- 13
- NA
- 14
- NA
- 15
- NA



1 SECTION THRU ADDITION
A5 1/4" = 1'-0"

1/4" = 1'0"


A5
SECTION THRU
ADDITION

DRWN. BY: R. BALKO

DATE: 9.1.2022

JOB NUMBER 22007

DWG. NUMBER 07 of 2



eagle
CONSTRUCTION CO., INC.

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GINZL INSURANCE OFFICE ADDITION
540 PEPPER AVE.
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For:
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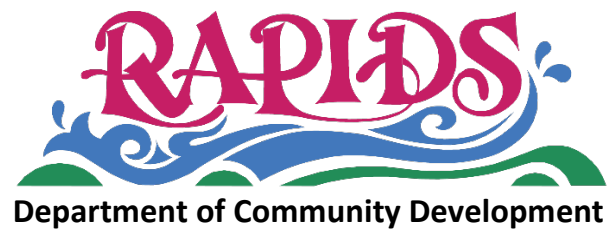
REVISIONS:	

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Administrative Staff Report

Theresa Cashman
 Site Plan Review
 3820 8th Street South
 September 26, 2022



<p>Applicant(s):</p> <ul style="list-style-type: none"> Theresa Cashman <p>Staff:</p> <ul style="list-style-type: none"> Kyle Kearns, Community Development Director Carrie Edmondson, Associate Planner <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 3413806 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 195 feet Effective Depth: 206 feet Square Footage: 37,897 Acreage: 0.870 Acres <p>Zone(s):</p> <ul style="list-style-type: none"> "B-2" General Commercial District <p>Council District:</p> <ul style="list-style-type: none"> District 7 - Delaney <p>Master Plan:</p> <ul style="list-style-type: none"> Commercial <p>Current Use:</p> <ul style="list-style-type: none"> Restaurant <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chapter 11 - Zoning 	<p>Request</p> <p>Theresa Cashman, Out of the Box Coffee House – 22-001023: request for a site plan review to perform site improvements at 3820 8th Street South (Parcel ID 3413806)</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Site Plan <p>Findings of Fact</p> <ol style="list-style-type: none"> The applicant is requesting to perform site improvements including expansion of the existing parking lot. The expansion would include approximately 1,197 square feet and add seven additional parking spaces. The property is zoned "B-2" General Commercial District. A restaurant is permitted in the "B-2" General Commercial District. Any significant changes to the site require site plan review by Plan Commission. A building plan – architectural review (AR), plan of operation (PO), site plan (SP), and zoning permit (ZP) are required. <p>Staff Recommendation</p> <p>Approve the request to perform site improvements at 3820 8th Street South (Parcel ID 3413806), subject to the following condition(s):</p> <ol style="list-style-type: none"> Proper signage shall be installed identifying vehicle directions as needed. A landscaping plan shall be submitted, to be reviewed and approved by the Community Development Department. The proposed improvements will need to meet the City's Floodplain Ordinance, Stormwater Ordinances, and any other applicable City and State requirements pertaining to wetlands, floodplains, Waters of the State and navigable waterways. A floodplain permit shall be required for improvements in the floodplain. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line. Applicable permits through the City shall be obtained, including stormwater, if applicable. Community development staff shall have the authority to approve minor modifications to the plans.
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Vicinity Map



Site Photos



Background

The applicant has been operating a successful coffee shop for a few years. The applicant is requesting site plan review for a parking lot expansion to better accommodate employees and customers. The proposed increase is approximately 1,197 square feet and will add seven new spaces to the south of the lot. Increased parking is needed to meet the demands of the existing restaurant and coffee shop business. Below are the applicable standards of review:

Standards of Review

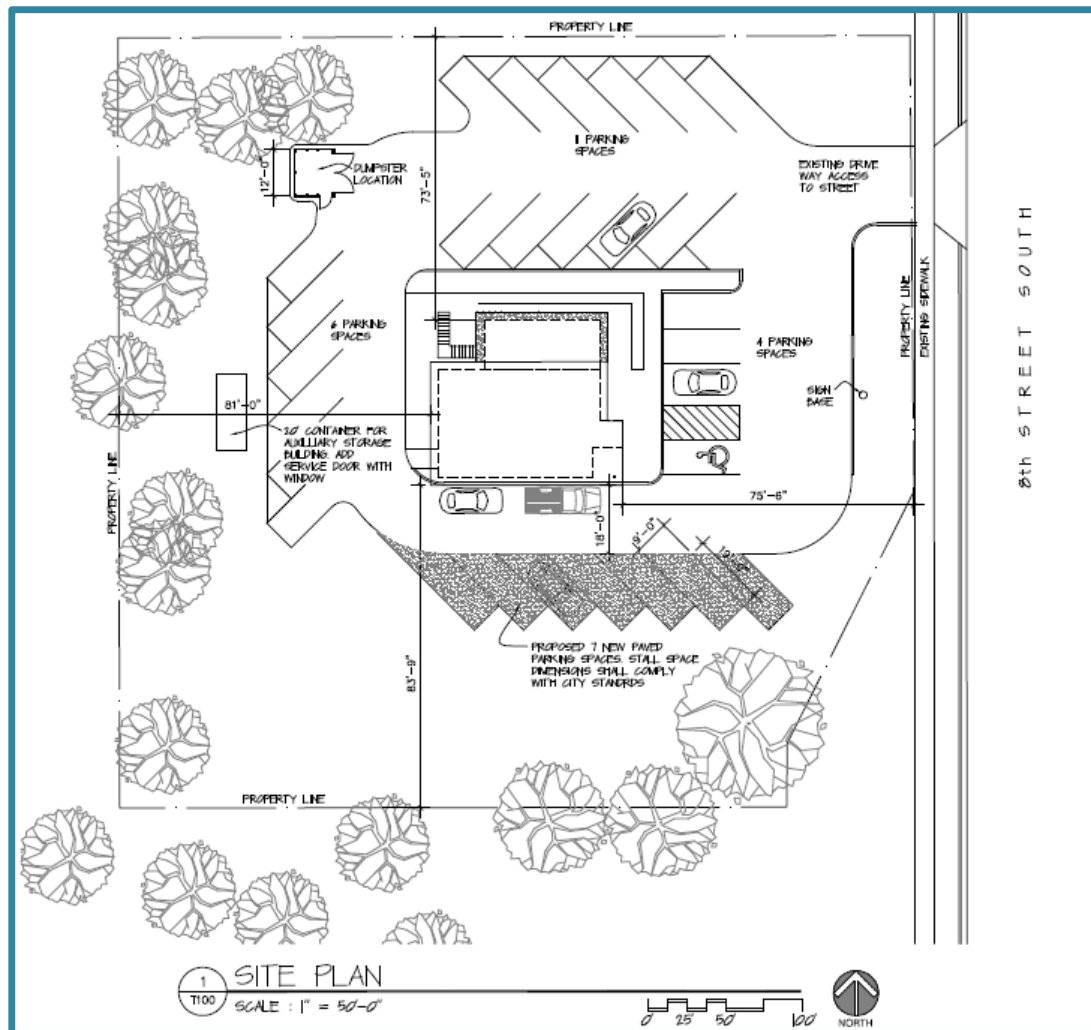
1) Use

Analysis: A restaurant is permitted within the General Commercial B-2 Zoning District.

Findings: Note that a building plan – architectural review (AR), site plan review (SP), plan of operation (PO), and zoning permit (ZP) are required for site improvements including a parking lot expansion.

2) Dimensional Standards

Analysis: The proposed parking lot expansion meets dimensional standards and will slightly increase the impervious surface ratio. The building coverage ratio is 7.37 percent (60 percent maximum allowed), and the proposed impervious surface ratio is approximately 35.11% (80 percent maximum allowed). However, the Two Mile Creek exists south of the parking, as well as, floodplain area.



Findings: The proposed parking lot expansion meets all zoning dimensional requirements. There structures and paved area are relatively small in proportion to the lot size. Measurements from the floodplain and nearby creek have not been provided. Any improvement within the floodplain shall meet the applicable standards and require a floodplain permit. Additionally, stormwater requirements shall be met for the increased impervious surface and adjacency to the creek. Overall it appears there is ample green space on the lot to accommodate the parking expansion.

3) Ingress/Egress

Analysis: The site is accessed by one point of ingress and egress off of 8th Street South. The additional spaces will be accessed from the drive aisle to the south of the building. Customers will back up and exit the site consistent with the existing travel pattern.

Findings: While it may be tight vehicles can still exit the proposed stalls when cars are queued in the drive-thru. Furthermore, employees will primarily be parking in the proposed stalls, before and after operational hours. The proposed parking spaces are consistent with the existing ingress and egress within the site.

4) Parking

Analysis: The existing parking lot contains 20 parking spaces, including 1 accessible space that meets ADA standards. The 7 additional spaces will bring the total to 28. The use requires 1 parking space for each 3 patron seats, or 1 space for each 300 square feet of gross floor area devoted to patron service, whichever is greater; plus 1 for each employee on the largest work shift (8 employees). Seating capacity for the coffee shop is 38 (13 total customer parking spaces are required). Therefore, 21 (13 customer plus 8 employee) total parking spaces are required, plus 1 accessible ADA approved parking space.

Findings: Chapter 11 – Zoning states that for land uses in a commercial district:

“... the number of parking spaces provided in a ground surface parking lot shall not exceed the number of minimum parking spaces by more than 15 percent, except that the Planning Commission may allow more parking spaces above that threshold as a special exception.”

In this case 15 percent would raise the total of minimum required spaces to 25. Therefore, staff is recommending that the Planning Commission grant the special exception to provide 28 spaces, rather than the 25 required (with the additional 15 percent). This will help to ensure that the applicant can best meet the needs of the business.

5) Landscaping

Analysis: The proposed parking lot expansion generates additional required parking lot points. Parking lot landscape point requirements are based upon paved area square footage. The 1,197 square feet of additional paved area requires 12 additional landscape points $(1,197/10,000) * 100 = 11.97$. It is also realistic that paved area may be in the shape of a rectangle, which will increase the landscaping ratio slightly.

Findings: Staff is requiring that a landscape plan be submitted that identifies 12 additional landscape points. Note that if the paved area is increased slightly to a rectangular shape, it would be considered minor and can be approved by staff, in addition to the increased landscape points.

6) Architectural Review

1. Not applicable – No improvements are proposed to the building.

7) Lighting & Photometric Plan

Analysis: Regulations for onsite lighting are related to light trespass (foot-candles) beyond the property line and total lighting levels (lumens). Lighting from the business use should not exceed 0.1 foot-candles at a neighboring residential property line and 0.2 foot-candles at a neighboring commercial or industrial property line.

Findings: No additional lighting is being proposed with this project.

In summary, the proposed parking lot expansion meets code requirements and will impact the site and surrounding sites minimally. Conditions have been added to address items that were not included with the materials provided by the applicant. Therefore, staff is recommending approval with conditions as outlined on page one of the staff report.



Site Plan & Plan of Operation Application City of Wisconsin Rapids, Wisconsin

Version: January 3, 2019

Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
P: (715) 421-8228 Fax: (715) 421-8291

Overview: The Planning Commission reviews site plans and plans of operation for those land uses specifically requiring such review as listed in the land-use matrix (Appendix A of the zoning code).

Governing regulations: The procedures and standards governing the review of this application are found in Article 5 of the City's zoning code (Chapter 11 of the municipal code).

General instructions: Complete this application and submit one copy to the Community Development Department. Alternatively, you can submit your application online at <https://wisconsinrapids.zoninghub.com/>

Application fee: \$175.00 for new; \$125.00 for amendment of prior approval

Note: Site plan/plan of operation review and architectural review can be combined into one application fee.

Application submittal deadline: Applications must be submitted at least 3 weeks prior to the meeting. Please consult the annual Planning Commission schedule for specific dates.

Mandatory meeting with staff: To ensure that all the required information is provided and that there is a complete understanding of the process, the applicant must meet with City staff to discuss the request and necessary items. Please contact the Community Development Department to schedule an appointment.

Office Use Only

Date Received _____

Received By _____

Fee _____

Case # _____

Aldermanic District _____

Plan Commission Date _____

1. Applicant information

Applicant name _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

2. Agent contact information

Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

Agent 1

Name _____

Company _____

Street address _____

City, state, zip code _____

Daytime telephone number _____

Email _____

Agent 2

3. Type of application (check all that apply)

☐ Site plan Complete Part A, B and D

☐ Plan of operation Complete Part A, C and D

☐ New project

☐ Amendment of prior approval (if any)

If an amendment, the date of last approval (if any): _____

Part A. About the Property

4. Subject property information

Physical address _____

Parcel number(s) _____

Note: The parcel number can be found on the tax bill for the property or it may be obtained from the Community Development Department.

Is the subject property currently in violation of the City's zoning ordinance as determined by the City's zoning administrator?

☐ No

☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, special charges, or other required payments that are specifically related to the subject property?

☐ No

☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, special assessments, special charges, or other required payments are delinquent and unpaid.

5. Zoning information (refer to <https://wisconsinrapids.zoninghub.com/zoningmap.aspx>)

The subject property is located in the following base zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> RR Rural Residential | <input type="checkbox"/> R-8 Manufactured Home Park | <input type="checkbox"/> M-1 General Industrial |
| <input type="checkbox"/> R-1 Single-family Residential | <input type="checkbox"/> B-1 Downtown Commercial | <input type="checkbox"/> M-2 Heavy Industrial |
| <input type="checkbox"/> R-2 Mixed Residential | <input type="checkbox"/> B-2 General Commercial | <input type="checkbox"/> I-1 Institutional |
| <input type="checkbox"/> R-3 Multi-family Medium Density Residential | <input type="checkbox"/> B-3 Neighborhood Commercial | <input type="checkbox"/> P-1 Park and Recreation |
| <input type="checkbox"/> R-4 Multi-family High Density Residential | <input type="checkbox"/> B-5 Mixed Use Commercial | <input type="checkbox"/> C-1 Conservancy |

The subject property is also located in the following overlay zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Planned Development (PDD) | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Downtown Design | <input type="checkbox"/> Shoreland-Wetland | <input type="checkbox"/> Wellhead Protection |

Part B. Site Plan (See the standards and requirements in Division 6 of Article 6.)

6. Building type. Which of the following building types best describes the building?

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Townhouse | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> Work/live | <input type="checkbox"/> Parking structure |
| <input type="checkbox"/> Institutional | | |

Please refer to Appendix D for any design requirements that may apply.

7. Encroachments.

Aside from driveways connecting to the street, will any part of the proposed project encroach into a public right-of-way?

- ☐ No
☐ Yes

If yes, please explain.

8. Site parameters (area in square feet or acres)

Subject property	
Building coverage	
Outdoor storage	
Stormwater facilities	
Impervious surfaces	
Landscaping and other undeveloped areas	
Wetlands	
100-year floodplain	

Impervious surfaces include buildings, parking areas and driveways, sidewalks, decks, patios, and other types of 'hard' surfaces.

Attach appropriate documentation if there are any wetlands.

9. Street access

Name	New Access	Change to Existing Access	No Change to Existing Access
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Traffic generation

Will the proposed project create 500 trips per day or more?

- ☐ No
☐ Yes Attach a traffic impact report to this application. See s. 11.06.151 of the zoning code for additional details.

Will the proposed project create 300 trips per day or more, but less than 500?

- ☐ No
☐ Yes The city may require a traffic impact report as described in s. 11.06.151 of the zoning code. Please contact the Community Development Department for further guidance.

11. Parking (See the standards and requirements in Article 17 of the zoning code.)

Minimum number of required spaces		See Appendix B of the zoning code for parking requirements for the proposed land use(s).
Proposed number of spaces		If the number of proposed spaces exceeds what is required by more than 15 percent, the Planning Commission may grant a special exception to allow oversized parking areas. (See s. 11.17.03(r) of the zoning code.)
ADA van accessible spaces		

Other ADA accessible spaces		
Number of electric charging stations (if any)		Charging stations are not required, but are recommended.
Bicycle parking spaces		Bike parking is not required, but is recommended. (See s. 11.17.06 of the zoning code.)
Number of spaces in front of the building		The number of spaces in front of the building may be limited depending on the zoning district. (See Appendix C of the zoning code.)
Number of spaces on the side(s) of the building		
Number of spaces to the rear of the building		

12. Outdoor lighting (See the standards and requirements in Article 18 of the zoning code.)

	Number of Fixtures	Lumens
Building 1		
Building 2		
Building 3		
Parking lot 1		
Parking lot 2		
Parking lot 3		
Other		
Other		
Total		

Maximum lighting levels at each property boundary line (in footcandles):		Attach a photometric plan to this application along with manufacturer's cut sheets for the different kinds of light fixtures.
Height of parking lot lights above grade (if any):		

13. Fencing. Will the proposed project include fencing?

- ☐ No
- ☐ Yes (See Article 15 of the zoning code for the standards and requirements that apply.)
- If yes, please describe and/or attach a fencing plan.

14. Stormwater. Describe how stormwater generated on the site will be handled.

15. Site plan. Attach a site plan drawn to scale with the following information to the extent it applies to the proposed project. The items with an asterisk are required. Check those elements that are included.

Background Project Information	Buildings and Outdoor Storage/Activity Areas	Transportation Facilities (existing and proposed)
<input type="checkbox"/> Project name*	<input type="checkbox"/> Existing and proposed	<input type="checkbox"/> Streets
<input type="checkbox"/> Applicant name*	<input type="checkbox"/> Existing within 50 feet of subject property	<input type="checkbox"/> Driveways and road access onto public and private roads
<input type="checkbox"/> Preparation date/revision*	Required Setbacks	<input type="checkbox"/> Sidewalks and trails
<input type="checkbox"/> Name of preparer*	<input type="checkbox"/> Yard setbacks (front, side, rear and shore)	<input type="checkbox"/> Fire lanes (i.e., fire apparatus access)
	<input type="checkbox"/> On-site septic systems	<input type="checkbox"/> Clear visibility triangles (location and dimensions)
Survey Information	<input type="checkbox"/> On-site wells and off-site wells within 10 feet of the perimeter of the subject property	On-Site Parking (existing and proposed)
<input type="checkbox"/> North arrow and graphic scale*	Landscaping Features (existing and proposed)	<input type="checkbox"/> Access aisles and parking spaces by size
<input type="checkbox"/> Address of subject property or legal description*	<input type="checkbox"/> Fences, buffers, and berms	<input type="checkbox"/> Location of accessible parking spaces
<input type="checkbox"/> Property boundaries *	<input type="checkbox"/> Pervious and impervious surfaces by type	<input type="checkbox"/> Location and specifications/dimensions for accessibility ramps
<input type="checkbox"/> Acreage of subject property*	<input type="checkbox"/> Site amenities (benches, fountains, etc.)	<input type="checkbox"/> Type and location of on-site parking signs and traffic control signs
Project Development Information	<input type="checkbox"/> Existing trees and other prominent vegetation	<input type="checkbox"/> Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)
<input type="checkbox"/> Land use summary table by density/intensity and acreage*	<input type="checkbox"/> Trees / shrubs to be planted, including a plant list and specs.	<input type="checkbox"/> Snow storage areas
<input type="checkbox"/> Easements/rights-of-ways (location, width, purpose, ownership)	Trees / shrubs to be retained	<input type="checkbox"/> Areas designated for queuing of vehicles for drive-through facilities (e.g., car washes, drive-up service windows, etc.)
<input type="checkbox"/> Common areas/conservancy areas (location, purpose, ownership)	Outdoor Lighting (existing and proposed)	<input type="checkbox"/> Pedestrian walks between the parking lot and the building
<input type="checkbox"/> Land to be dedicated to the public (boundaries, area, purpose)	<input type="checkbox"/> Location	<input type="checkbox"/> Designated areas of a parking area for pedestrian walks
Setting	<input type="checkbox"/> Fixture specifications	<input type="checkbox"/> Loading lanes and loading docks
<input type="checkbox"/> Property boundaries within 50 feet of the subject property	Stormwater Facilities (existing and proposed)	<input type="checkbox"/> Stormwater drainage
<input type="checkbox"/> Land uses within 50 feet of the subject property	<input type="checkbox"/> Location	<input type="checkbox"/> Distance between parking areas and adjoining properties if less than 20 feet
<input type="checkbox"/> Zoning district boundaries within 50 feet of the subject property	<input type="checkbox"/> Specifications for each facility	<input type="checkbox"/> Areas designated for bicycle parking
<input type="checkbox"/> Municipal boundaries within 50 feet of the subject property		
Site Features (existing and proposed)	Utilities (existing and proposed)	Signs (existing and proposed)
<input type="checkbox"/> Ground contours when slopes exceed 8 percent	<input type="checkbox"/> Location	<input type="checkbox"/> Location
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input type="checkbox"/> Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process
<input type="checkbox"/> Woodlands	<input type="checkbox"/> Size/capacity, if applicable	
<input type="checkbox"/> Wildlife habitat, including critical wildlife habitat		
<input type="checkbox"/> Environmentally sensitive features		
<input type="checkbox"/> Water resources (rivers, ponds, etc.) and ordinary high-water mark for navigable waters		
<input type="checkbox"/> Floodplain boundaries and elevations of the same		

Part C. Plan of Operation

16. Operating conditions

Hours of operation:		
Estimated number of full-time employees		
Estimated number of part-time employees		
Maximum number of employees onsite at peak hours		
Will the proposed business operation create any noise outside of the building?		Refer to s. 11.06.147 of the zoning code.
Will the proposed business operation create any emissions (e.g., fumes, smoke, steam, vapor, dust,) to the atmosphere?		Refer to s. 11.06.148 of the zoning code.
Will the proposed business operation create any vibrations outside of the building?		Refer to s. 11.06.149 of the zoning code.
Will the proposed business operation involve any explosives or other flammable materials?		Refer to s. 11.06.150 of the zoning code.
Will the proposed business operation involve any radioactive materials?		
Will the proposed business operation create special needs for wastewater disposal?		
Will the proposed business operation require unusually high levels of public water?		

17. Licensing. What kind of federal, state, county or city licensees will be required to operate the proposed business?

Part D. Other

18. Attachments List any attachments included with your application.

19. Other information You may provide any other information you feel is relevant to the review of your application.

20. Mandatory meeting with staff

When did you meet with the Community Development Director? _____ Month/year

21. Applicant certification

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:

Name – print

Name – Signature

Date

Name – print

Name – Signature

Date

New Commercial Building Theresa Cashman

3820 8th Street S. Wisconsin Rapids, WI 54494

architect:
arc central llc.
1930 1st street north
wisconsin rapids, wi
715-572-2698

Code Data

Governing Code
Wisconsin Enrolled, International Building Code 2015

Occupancy Classification - 303.1
ASSEMBLY , A2 – COFFEE SHOP

Allowable Height - TABLE 504.4
A2 OCC, 5B CONSTRUCTION, NON-SPRINKLED = 1 STORY

Allowable Area - TABLE 506.2
A2 OCC, NON-SPRINKLED, 6,000 SF ALLOWED

Actual Building Area
1,880 SF TOTAL

Type of Construction - TABLE 601
TYPE VB, WOOD FRAME

Occupant Capacity 1004.1.2
ASSEMBLY (A2) = TABLES & CHAIRS, 860 / 15 =57
ACTUAL SEATING CAPACITY = 38

Required Exit Width
1005.3.1 (Stairs) 0.30" PER OCC
1005.3.2 (Other) 0.20" PER OCC 72"/57 OCC = 1.26"

Exit Access Travel Distance 1017.2
A2 OCC, NON-SPRINKLED = 200'

Common Path Travel Distance 1062.1
A2 OCC, > 30 Occ = 75'

Fire Protection 903.2.1.3
A2 Occ 5,000 sf, BUILDING IS 1880 TOTAL sf

Smoke Barrier 718.4.3
ATTIC COMPARTIMENTILIZATION = 3,000 sf Max.

Sanitary Facilities, Table 2902.1
38 OCCUPANTS = 18 EACH SEX

REQUIRED

MEN			WOMEN		DRINKING FNTN
TLT	URN	LAV	TLT	LAV	1/500
1/75	50%	1/200	1/75	1/200	

PROPOSED

MEN			WOMEN		DRINKING FNTN
TLT	URN	LAV	TLT	LAV	1
1	0	1	1	1	

Design Loads

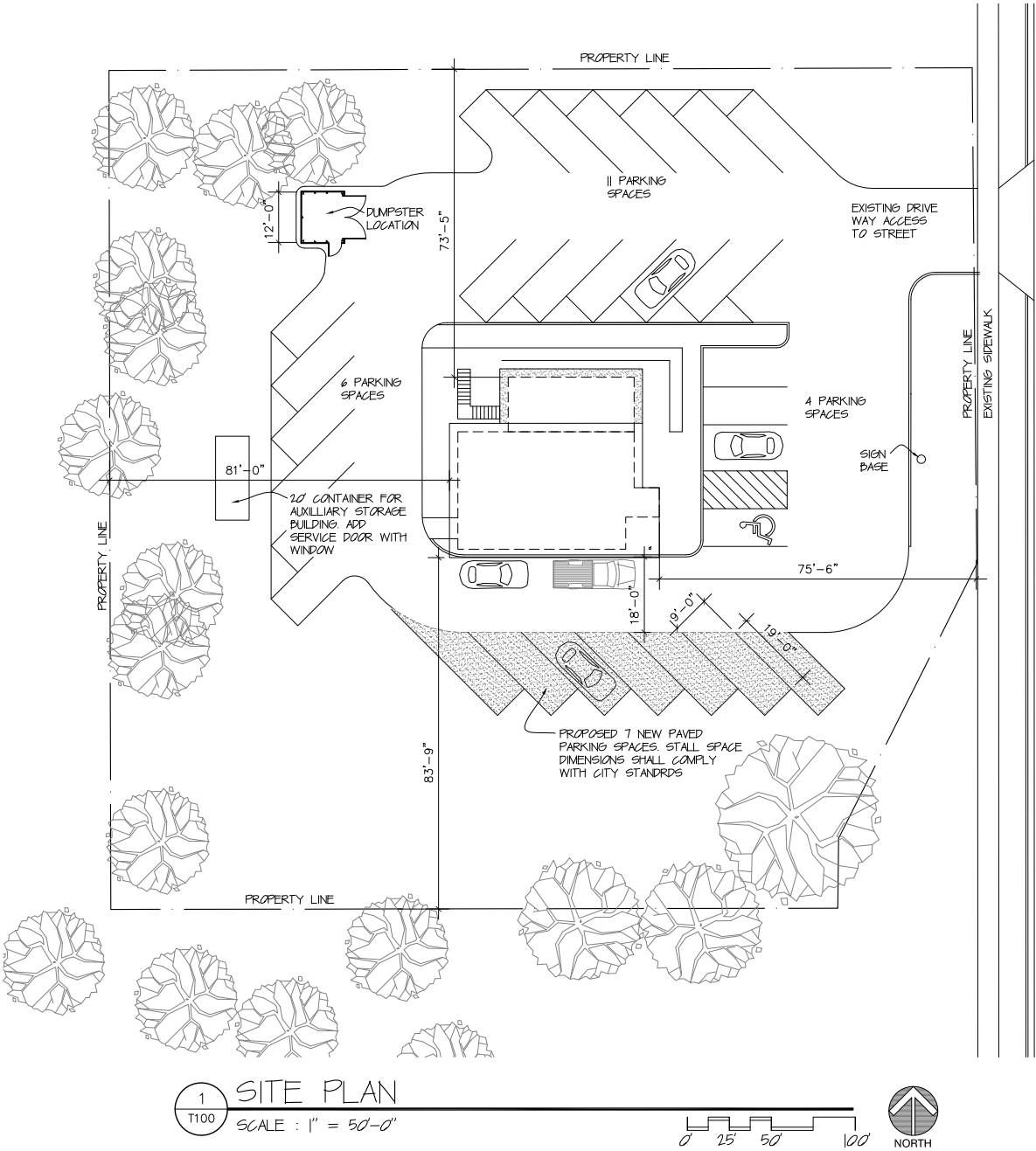
SOIL BEARING CAPACITY, 3,000 PSF PRESUMED
TABLE 1804.2

ROOF LIVE LOAD = 33.6 PSF
UNBALANCED SNOW LOAD = 50.4 PSF

ROOF DEAD LOAD = 15 PSF

LATERAL LOAD (WIND) = 20 PSF

FLOOR LIVE LOAD, FIRST FLOOR 100 PSF



DRAWING INDEX

COVER SHEET
T100 TITLE SHEET & SITE PLAN

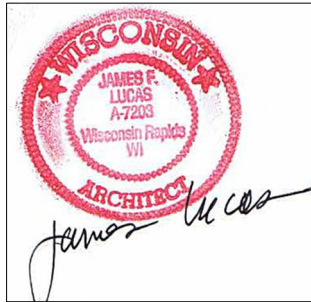
ARCHITECTURAL
A101 ADDITION & STRUC FRAMING PLANS
A201 BUILDING ELEVATIONS
A301 BUILDING & WALL SECTIONS

STRUCTURAL
S100 NOT USED

ELECTRICAL
E101 NOT USED

MECHANICAL
P101 NOT USED

GENERAL
G101 LEGEND AND
G102 ACCESSIBILITY DETAILS
G103 SITE ACCESSIBILITY DETAILS



SHEET NOTES

1. COORDINATE LOCATION OF MATERIAL STORAGE AND TRAILERS WITH THE CONSTRUCTION MANAGER.

TITLE SHEET
FOR
SITE PLAN &
CODE INFORMATION

PROPOSED ADDITION
FOR
THERESA CASHMAN
3820 8th STREET S
WISCONSIN RAPIDS, WI 54494

REVISIONS	
Prelim	8/15/21
Con Doc's	8/30/21
Approval	9/3/21
Rev. 1	12/14/21
Rev. 2	5/16/22
Rev. 3	9/14/22
DATE	
July 21, 21	
PROJECT NO.	
21 042	

T100



MEMO

To: Plan Commission
From: Kyle Kearns, Director of Community Development
Carrie Edmondson, Associate Planner
Date: September 26, 2022
RE: **PLAN 22-001013 – Community Development Department** – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, specifically regarding architectural standards related to screening trash enclosures in commercial zoning districts.

The applicant owns an existing coffee shop in the city. The building is relatively new and has recently undergone site improvements including a building addition. One condition of that approval was that:

- c) *“A dumpster enclosure shall be installed, to be reviewed and approved by the Community Development Department.”*

Chapter 11 – Zoning specifies under Section 11.06.203 Architectural standards that the following is required.

“(13) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. When located in a commercial zoning district, the enclosure must be made of brick, textured concrete masonry units, and/or wood. When located in an industrial zoning district, the enclosure must be made of brick, textured concrete masonry units, wood, and/or chain link with slats.”

The applicant further proposed a wooden fence and plans to match which met the requirements above. However, a chain-link fence was ultimately installed. Therefore, the applicant is pursuing a remedy under the law via an ordinance amendment to the above architectural standard.

The applicant is requesting an amendment to this section to allow the Zoning Administrator to permit a deviation from the standard in commercial districts based on the following factors: 1) if the use of the trash container is functional to the building, 2) consistent with the aesthetics, and 3) located to the rear of the building. Specifically, the applicant is requesting the following:

The applicant requests the code be amended as follows:

“(13) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. When located in a commercial zoning district, the enclosure must be made of brick, textured concrete masonry units, and/or wood. When located in an industrial zoning district, the enclosure must be made of brick, textured concrete masonry units, wood, and/or chain link with slats.”

The Zoning Administrator can approve a chain link enclosure in commercial districts under the following circumstances:



1. *A community member can show that the trash container is functional to the business.*
2. *The materials being used are consistent with the aesthetics of the building.*
3. *The enclosure is located within the rear yard of the property and is screened from public view.*

Upon review of the request and the standard, the intent of this architectural standard is twofold. One, it provides the functional ability to contain trash and refuse to a delineated area. The second is that trash is screened from public view in an aesthetically pleasing way. Currently, the code makes an allowance for properties in industrial zoning districts by allowing chain link with slats. This is likely due to the fact that the level of aesthetic is lower in industrial zoning districts given the increased intensity of uses.

Staff does not support the amendment entirely as proposed, as we believe it is necessary to retain a higher aesthetic in commercial zoning districts. However, a hybrid approach which maintain aesthetics, but also acknowledges the location and other site factors could be pursued. Examples of this would be when trash containers are not visible from the street/public view or when the chain link could be appropriately screened with landscaping or similar materials in addition to a fence.

Below is an example of an amendment that would maintain aesthetics on commercial properties but recognize other site factors:

“(13) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. When located in a commercial zoning district, the enclosure must be made of brick, textured concrete masonry units, and/or wood. When located in an industrial zoning district, the enclosure must be made of brick, textured concrete masonry units, wood, and/or chain link with slats.”

The Zoning Administrator can approve a chain link enclosure in commercial district when the following standards are met:

1. *The enclosure shall be located within the rear yard.*
2. *The chain link fence shall have privacy slats installed.*
3. *Landscaping, in the form of shrubs shall completely screen the enclosure at maturity and be a minimum of 50% of the enclosure height at planting, except the enclosure gate.*
4. *The enclosure gate shall be 100% opaque and made of wood, synthetic or metal materials. A chain link gate is permitted when a principal, or accessory building completely screen the gate from the right-of-way or adjacent lot.*



Code Amendment
City of Wisconsin Rapids, Wisconsin
 Version: January 3, 2019

Community Development Department
 444 West Grand Avenue
 Wisconsin Rapids, WI 54495-2780
 P: (715) 421-8228 Fax: (715) 421-8291

Overview: The Common Council adopted the City's zoning code, which consists of text and a zoning map. Both of these can be amended.

Governing regulations: The procedures and standards governing the review of this application are found in Article 5 of the City's zoning code (Chapter 11 of the municipal code).

General instructions: Complete this application and submit one copy to the Community Development Department. Alternatively, you can submit your application online at <https://wisconsinrapids.zoninghub.com/>

Application fee: \$300.00 for zoning map (rezoning); \$300 for text amendment

Application submittal deadline: Applications must be submitted at least 3 weeks prior to the meeting. Please consult the annual Planning Commission schedule for specific dates.

Mandatory meeting with staff: To ensure that all the required information is provided and that there is a complete understanding of the process, the applicant must meet with City staff to discuss the request and necessary items. Please contact the Community Development Department to schedule an appointment.

Office Use Only

Date Received _____
 Received By _____
 Fee _____
 Case # _____
 Aldermanic District _____
 Plan Commission Date _____

1. Applicant information

Applicant name Theresa Cashman
 Street address OUT OF THE BOX
 City, state, zip code WISCONSIN RAPIDS, WI
 Daytime telephone number _____
 Email theresa-cashman@gmail.com

2. Agent contact information Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	Agent 1	Agent 2
Name	<u>Jim Lucas</u>	<u>Rose Schultz</u>
Company	<u>ARC CENTRAL</u>	<u>ARC CENTRAL</u>
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone number	_____	<u>715 935 2001</u>
Email	<u>arccentralinc@outlook.com</u>	<u>arangeofrose@outlook.com</u>

3. Type of proposed amendment (check one or both)

☐ Map amendment Complete Part A and C
☒ Text amendment Complete Part B and C

Part A. Questions Related to Map Amendment

4. Subject property information

Physical address OUT OF THE BOX
 Parcel number(s) 3413806

Note: The parcel number can be found on the tax bill for the property or it may be obtained from the Community Development Department.

Is the subject property currently in violation of the City's zoning ordinance as determined by the City's zoning administrator?

- ☐ No
☒ Yes

If yes, please explain.

CHAIN LINK FENCE AROUND DUMPSTES

Comment: Pursuant to Section 11.04.10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, special charges, or other required payments that are specifically related to the subject property?

- ☒ No
☐ Yes

If yes, please explain.

Comment: Pursuant to Section 11.04.11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, special assessments, special charges, or other required payments are delinquent and unpaid.

5. Zoning information (refer to <https://wisconsinrapids.zoninghub.com/zoningmap.aspx>)

The subject property is located in the following base zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> RR Rural Residential | <input type="checkbox"/> R-8 Manufactured Home Park | <input type="checkbox"/> M-1 General Industrial |
| <input type="checkbox"/> R-1 Single-family Residential | <input type="checkbox"/> B-1 Downtown Commercial | <input type="checkbox"/> M-2 Heavy Industrial |
| <input type="checkbox"/> R-2 Mixed Residential | <input checked="" type="checkbox"/> B-2 General Commercial | <input type="checkbox"/> I-1 Institutional |
| <input type="checkbox"/> R-3 Multi-family Medium Density Residential | <input type="checkbox"/> B-3 Neighborhood Commercial | <input type="checkbox"/> P-1 Park and Recreation |
| <input type="checkbox"/> R-4 Multi-family High Density Residential | <input type="checkbox"/> B-5 Mixed Use Commercial | <input type="checkbox"/> C-1 Conservancy |

The subject property is also located in the following overlay zoning district(s). (check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Planned Development (PDD) | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Downtown Design | <input type="checkbox"/> Shoreland-Wetland | <input type="checkbox"/> Wellhead Protection |

6. Proposed map amendment. Select the general reason(s) why you believe the zoning classification should be changed and provide additional details.

- ☐ The zoning designation should be brought into conformity with the City's comprehensive plan.

- ☐ A mapping error was made on the official zoning map.

☐ Other

7. Consistency with zoning requirements

Are there any buildings on the subject property?

☐ No
☒ Yes

If yes, please describe each and state whether it is consistent with the proposed zoning classification.

1. COFFEE SHOP - YES CONSISTENT

2.

3.

4.

Are there any existing land uses on the subject property?

☐ No - Land is vacant / undeveloped
☒ Yes

If yes, please describe each, including conditional uses, and state whether it is consistent with the proposed zoning classification.

1. COFFEE SHOP - CONSISTENT WITH ZONING CLASSIFICATION

2.

3.

4.

5.

6.

Does the size of the subject property comply with the minimum lot size of the proposed zoning district?

☐ No
☒ Yes

If no, describe why you believe the map amendment should be made in spite of this.

Has the City approved a variance or special exception for the subject property?

☒ No
☐ Yes

If yes, provide the year of issuance and a short description of each one.

- 1.
- 2.
- 3.
- 4.

Part B. Questions Related to Text Amendment

8. **Proposed text amendment.** For each proposed text amendment, identify the section number (e.g., 7-444) to be revised and describe the proposed change and the reason(s) why you believe the change should be made.

Section number	Proposed change	Justification
1.	ALLOW ZONING ADMINISTRATOR DISCRETION TO APPLY OR ENFORCE SPECIFIC SITE ZONING REQUIREMENTS UNDER ONE OF BELOW CRITERIA:	
2.		1. COMMUNITY MEMBER CAN SHOW THAT WHAT IS BEING USED IS FUNCTIONAL TO BUSINESS
3.		2. SUBJECT AT HAND CONSISTS WITH AESTHETICS OF BUILDING
4.		3. SUBJECT AT HAND IS AT REAR OF BUILDING

Part C.

9. **Attachments** List any attachments included with your application.

10. **Other information** You may provide any other information you feel is relevant to the review of your application.

11. Mandatory meeting with staff

When did you meet with the Community Development Director?

09/2022 Month/year

12. Applicant certification

- I understand that I, or any of my agents, may not discuss this application with any member of the Planning Commission or the Common Council until after a final decision is rendered.
- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:

Rose Schultz
Name – print

Rose Schultz
Name – Signature

9/13/2022
Date

Name – print

Name – Signature

Date